



Welcome to Longwall USA 2015 Exhibition & Conference, taking place June 16-18, 2015 at the David L. Lawrence Convention Center in Pittsburgh, PA. Sponsored by *Coal Age Magazine*, Longwall USA covers the entire market from coal producers to end users.

The information in this Exhibitor Service Kit is designed to assist you in the preparation of your exhibit. Please review the enclosed information and share it with everyone responsible for your exhibit. Use the checklist to assist you in locating the forms you need and to ensure that all deadlines are met. Services ordered after the deadline dates will result in additional fees.

Heritage Exposition Services is the General Service Contractor for the show, supplying furniture, carpet, signage, labor, modular exhibit rental booths, plants and more.

Electrical, audio visual, phone, utilities and cleaning services can be ordered through the David L. Lawrence Convention Center.

Drayage will be handled by Heritage Exposition Services. Please pay careful attention to the shipping details and deadlines as outlined in this kit.

Please don't hesitate to contact us if you have any questions or need additional information.

We hope you have a great show. See you in Pittsburgh!

Sincerely

Tim Fearney
Show Director
tim@semcoproductions.com



Schedule of Events

EXHIBIT HALL

David L. Lawrence Convention Center
1000 Fort Duquesne Boulevard
Pittsburgh, Pennsylvania 15222 USA

EXHIBITOR MOVE-IN SCHEDULE

Friday, June 12	by appointment ONLY for large equipment
Monday, June 15	8:00am – 5:00pm

SHOW HOURS

Tuesday, June 16	9:00am – 5:00pm
Wednesday, June 17	9:00am – 5:00pm
Thursday, June 18	9:00am – 12:00pm noon

REGISTRATION

Monday, June 15	8:00am – 5:00pm (Exhibitors ONLY)
Tuesday, June 16	8:00am – 5:00pm
Wednesday, June 17	8:00am – 5:00pm
Thursday, June 18	8:00am – 12:00pm noon

CONFERENCE HOURS

Tuesday, June 16	9:00am – 11:00am; 2:00pm – 4:00pm
Wednesday, June 17	9:00am – 11:00am; 2:00pm – 4:00pm
Thursday, June 18	9:00am – 11:00am

SPECIAL EVENTS

Tuesday, June 16	7:05pm	Pittsburgh Pirates Game
Wednesday, June 17	Noon	Longwall Awards & SME Pittsburgh Lunch

EXHIBITOR MOVE-OUT

Thursday, June 18	Noon – 5:00pm
Friday, June 19	8:00am – 12:00 noon



Exhibitor Checklist

SERVICE	ORDER BY for discounted prices	✓
Ad Reservation due for Show Directory	April 17	
Ad Copy due for Show Directory	April 17	
Submit Listing for Show Directory	April 17	
Make Hotel Reservations	May 8	
Pittsburgh Pirates Baseball Tickets	May 10	
Order Forklift Service	May 10	
Return Shipping and Freight Service Order Form	May 10	
Order Lead Retrieval from QMS	May 20	
VIP Tickets – Free Exhibit Hall Pass for Customers	May 21	
Return Exhibitor Appointed Contractor form if applicable	May 22	
Certificate of Insurance for Exhibitor Appointed Contractor if applicable	May 22	
Telephone/Internet	May 22	
Order telecommunications services	May 22	
Order Exhibitor Badges	May 22	
Audio Visual/Computer	May 22	
Sign/Banner Hanging	May 22	
Labor/Booth Furnishings/Signs	May 22	
Floral	May 22	
Booth/Carpet Cleaning	May 27	
Order steel plates for heavy equipment	May 27	
Electrical	May 27	
Compressed Air	May 27	
Advance Shipment of Freight to Warehouse... no later than	June 5	
Direct Shipment of Freight to David L. Lawrence Convention Center	Starting June 12	
Order post-show attendee list	Available 30 days after the show	



Important Contacts

Exhibit Space and Show Directory Sales

Tim Fearney
SEMCO Productions, LLC.
295 West Crossville Road, Bldg. 200
Roswell, GA 30075
Phone +1 678.822.9804; Fax +1 770.642.4715
tim@semcoproductions.com

Event Management

Keisha Wilson
SEMCO Productions, LLC.
295 West Crossville Road, Bldg. 200
Roswell, GA 30075
Phone +1 678.822.9872; Fax +1 770.642.4715
keisha@semcoproductions.com

Magazine Advertising Sales

Victor W. Matteucci-Midwest/East Region
Phone +1 440.257.7565;
vmatteucci@mining-media.com

-AND-

Mary Lu Buse- West Region
Phone +1 818.871.0125
mlbuse@mining-media.com

Decorating Services and Exhibitor Services, Drayage

Ryan Yemm
Heritage Exposition Services
Phone +1 800.360.4323; Fax +1 314.534.8050
ryany@heritageexpo.com



Important Contacts

Registration

QMS

Phone +1 678-341-3055

lws@prereg.net

Utilities including Electrical, Plumbing, Compressed Air

David L. Lawrence Convention Center

1000 Fort Duquesne Boulevard

Pittsburgh, PA 15222

Phone +1 412.325.6102; Fax +1 412.565.6008

Telephone and Data Services

David L. Lawrence Convention Center

Smart City

1000 Ft Duquesne Blvd

Pittsburgh, PA 15222

Phone +1 800-446-6911; Fax +1 702-943--6001

Show Hotel

DoubleTree by Hilton Downtown Pittsburgh

One Bigelow Sq.

Pittsburgh, PA 15219 USA

1-800-222-TREE (8733)

Sold Out-The Westin Convention Center

Pittsburgh

1000 Penn Avenue

Pittsburgh, PA 15222 USA

Phone +1 412.281.3700; Fax +1 412.227.4504

[Click HERE for Reservations](#)

Audio Visual

Three Rivers Entertainment

Nick Phelps

Phone +1 412.325.6115;

nphelps@3riversentertainment.com



Hotel Information

Exhibitors are responsible for making their own hotel reservations.

SEMCO Productions has contracted special room rates at the following hotel for your convenience:

DoubleTree by Hilton Downtown Pittsburgh
One Bigelow Sq.
Pittsburgh, PA 15219 USA
1-800-222-TREE (8733)

Single or Double: \$175/night

Immerse yourself in the heart of the city. Convenient for business and leisure, The Doubletree by Hilton Downtown Pittsburgh is located near the Gold LEED-certified David L. Lawrence Convention Center.

For online reservations:

Or call Central Reservations at +1-800-222-TREE (8733).

The deadline to get the discounted Longwall USA rate is May 15th.



Directions to the David L. Lawrence Convention Center

Use [MapQuest](#) or [Google Maps](#)

To David L. Lawrence Convention Center

1000 Fort Duquesne Blvd

Pittsburgh, PA 15222

From the Airport: Take I-376 E (towards Pittsburgh) through the Fort Pitt Tunnel and across the Fort Pitt Bridge. Take Ft. Duquesne Blvd Exit 6C. Follow sign to Convention/Strip District on 10th Street Bypass. Convention Center located on the right.

From the East | PA Turnpike: I-76 W (PA Turnpike) to Exit 57 Pittsburgh. Take I-376 W to Exit 72B Blvd. of the Allies. Take I-579 N to Seventh Ave /Convention Center Exit. Take Seventh Ave. Turn right onto William Penn Way. William Penn Way becomes 10th St. Convention Center straight ahead.

From the West | PA Turnpike: I-76 E (PA Turnpike) to Exit 28 Cranberry. Follow signs to I-79 S to I-279 S across Ft. Duquesne Bridge to 10th Street Bypass. Convention Center located on the right.

From the North: I-79 S to I-279 S across Ft. Duquesne Bridge to 10 th Street Bypass. Convention Center located on the right.

From the South: I-79 N to Exit 59 A Pittsburgh to I-279 N through Ft. Pitt Tunnels and across the Ft. Pitt Bridge. Take Ft. Duquesne Blvd Exit 6C. Follow sign to Convention/Strip District on 10th Street Bypass. Convention Center located on the right.

Parking

A 700-car parking garage with an 8' clearance is available in the Convention Center. The entrances and exits are located on 10th Street and 11st Street on the eastside of the David L. Lawrence Convention Center. For more information, click to [Alco Parking Corporation](#).

[Click here](#) to view parking options within a 15-minute walk of the DLCC, or go to [ParkPGH.org](#) for real-time parking availability.



FREE Show Directory Listing and Advertising Specifications Deadline April 17, 2015

The Longwall USA Show Directory is a key source of information for show attendees. It is very important that you update your directory listing as attendees refer to the directory during and after the show.

FREE Show Directory Listing

To create your listing, please provide a brief (100 word) company description to be included in the show directory. Click [HERE](#) to submit.

Advertise in the Show Directory

Advertising in the Longwall USA Show Directory is a great way to enhance your exposure to the LW15 audience. As people refer to the directory during the show and throughout the year, make sure your brand stands out with a directory advertisement!

For advertising queries, please contact Tim Fearney at tim@semcoproductions.com

Ad rates and specifications:

<u>Type</u>	<u>Dimensions</u>
Full Page	7-7/8" x 10-3/4" (200 x 273mm) + 1/8" bleed to each edge
1/2 page (H)	7" x 4-5/8" (178 x 117 mm)
1/2 page (V)	3-3/8" x 10" (86 x 254 mm)
1/4 page (V)	3-3/8" x 4-5/8" (86 x 117 mm)
Logo	we'll size to fit listing

Advertisements exceeding type size in any dimension are considered oversize.

File Formats and Specifications

- Ads and logos are accepted in the following formats: PDF, TIFF, EPS
- All placed images should be at 300dpi at final size. Lower resolution images will result in poor quality reproduction.

COLOR: Entire publication is printed in 4 color process. Total ink saturation should not exceed 280%.

Please contact David Jones at djones@mining-media.com for questions about ad specifications or to send in your artwork. Please reference Longwall USA Directory Ad in the subject line.



Show Directory Advertising Insertion Order Form

Deadline April 17, 2015

Company Name _____		Booth # _____	
# _____ full page ads @ \$2,000 = \$ _____		# _____ ½ page ads @ \$1,200 = \$ _____	
# _____ ¼ full page ads @ \$750 = \$ _____		# _____ Company Logo @ \$150 = \$ _____	
_____ Check payable to SEMCO Productions, LLC.		_____ VISA	_____ MasterCard _____ AMEX
Card Number _____		Exp Date _____	
Name on Card _____			
Billing Address _____			
City _____		State/Province _____	Zip/Postal Code _____
Signature** _____			
Payment must accompany request			

**Signature indicates that you have read and agree to the terms and conditions below.

TERMS AND CONDITIONS

Exhibitor agrees to pay amount indicated for advertisement as published on the Show Directory Advertising form or determined by Show Management. Payment is non-refundable. Acceptance of this application by SEMCO Productions, LLC. constitutes as a contract.

Email Form to: keisha@semcoproductions.com
or fax to 770-642-4715

Email Artwork to: djones@mining-media.com



Union Worker Rules

To provide a uniform standard for labor, charges, and services, union labor is required at the David L. Lawrence Convention Center. Union labor is intended to encourage consistent levels of quality service for meeting planners, show managers and exhibitors. Below are the different local unions that work in the building, and the service they provide.

Teamsters – Local #249 - An exclusive services at the DLCC. The teamsters unload and transport equipment, crates, and other materials from the loading dock to the exhibitors' booth or to the proper location. Once the crates are empty, the teamsters will remove the crates/empties (after empty sticker affixed on crate) and place in boneyard or back on trailer. They will also provide any transporting of equipment throughout the center.

Floor coverers/Banner Riggers-- Local #1759, Greater PA Regional Council of Carpenters, 412-922-6200– The floor coverers provide all carpet laying, whether it is for a specific booth or aisle carpeting. Other services provided through this union is the floor marking, pipe and drape mantling/dismantling, booth sets (tables).

Carpenters – Local #'s142, 165, 211, 1160, 462, 541, 1010, 230- Greater PA Regional Council of Carpenters, 412-922-6200 – The carpenters provide labor for installation of booths requiring power tools. They also provide labor for mantling/dismantling of booths that are bigger than a 10x20 booth.

Electricians – Pittsburgh Building Trades – Exclusive services at the DLCC. Provides all electrical work for events. In-house electricians supplemented by IBEW Local 5 as needed.

Pittsburgh Building Trades – Electricians and Audio Visual Labor – Exclusive services at the DLCC. Provides all electrical work and audio visual labor for events. In-house electricians supplemented by IBEW Local 5 as needed. Provides all Audio Visual labor including set up, rigging, spotlight operations, camera operation, stage sets, screens, microphones and strike.

Telecommunications – Priority Networks – Exclusive services at the DLCC. Provides all labor for installation of fiber connectivity, internet, and telephone lines.



Display Rules and Regulations

Installation Deadlines

Exhibit space must be occupied by 5 p.m. on Monday, June 15, 2015. If not occupied by that time and if Show Management has not been advised of a delay, the booth space will be considered abandoned and can be used at the discretion of Show Management.

Finished Surfaces

Any raw or unfinished surfaces facing or neighboring another booth or aisle must be covered and must not carry identification signs or other copy that would detract from the adjoining exhibit.

Display Regulations

Standard Booth: One or more standard units in a straight line.

- Maximum back wall height -- 8'
- Maximum height rear five feet from back wall -- 8'
- Maximum height from five feet from aisle -- 4'

Peninsula Booth: Exhibit with one or more display levels in four or more standard units back to back with an aisle on three sides.

- Maximum height -- 16'
- Structures must be 5' from each aisle to keep the line of sight open to neighboring booths.

Island Booth: Exhibit with one or more display levels in four or more standard units with aisles on all four sides.

- Maximum height -- 16'

Hanging Signs

Hanging signs are permitted over peninsula and island booths only.

Restricted Activities

Distribution: The distribution of food & beverages, literature, promotional items, samples, etc., is restricted to contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or the obstruction of aisles will not be allowed.

Photography and Videotaping: All photographic rights are those of Show Management. Exhibitors may obtain written approval from Show Management for the photographing of their own exhibit.

Balloons: No helium balloons or lighter than air items (confetti, smoke, glitter, etc.) will be permitted.

Children: Children under the age of 18 are not allowed in any area of the exhibit hall or seminar areas.

Signs, Logos and Company Identification

The placement of signs, logos, trademarks, and other forms of company identification located within 10' of neighboring display must face into your exhibit, or signs, logos and company ID placed along with back wall in a standard, in-line booth must stay within the 8' high back wall.

Obstruction of Aisles or Booths

Aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic. Any demonstration or activity which results in obstruction of aisles, prevents ready access to nearby booths or otherwise creates a hazardous condition is an infringement on the rights of other exhibitors. The aisles must remain unobstructed at all times.

Fire Laws

All display materials must be flameproof and certified as such. Wiring must comply with local fire department and underwriters rules. Smoking is forbidden. Exhibits must not block aisles, fire exits or fire extinguishers. No decorations of paper, pine bough, leafy decorations, free branches or other combustible materials are allowed. No storage behind exhibits is permitted. Acetate and most rayon drapes are not flameproof and are prohibited.

Sound

Sound level must be maintained so as not to disturb other exhibitors. (At the discretion of Show Management)

Character of Exhibits

Show Management reserves the right to approve the character of the display and to prohibit any display which detracts from the general character of the show. It is the exhibitor's responsibility to create an attractive display booth.



GENERAL INFORMATION

Exhibit Space includes (per 10' x 10' booth):

- 8' high back drape
- 3' high side drape
- One 7" x 44" ID Sign (includes company name and booth number)
- The exhibit hall has a concrete floor – Booth Flooring is required
- Five complimentary exhibit badges for booth personnel per 10' x 10' booth
- One complimentary Conference badge

Exhibit Hall Carpeting

Carpet or Floor Covering is required in all booths. The aisles are carpeted in tuxedo (grey carpet with black specks). Exhibitors may bring own Floor Covering or you may rent through Heritage Exposition Services. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Rate Discount Deadline

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, May 29th, 2015

Exhibitor Work Rules

The David L. Lawrence Convention Center is a union facility although exhibitors may do some work without hiring labor. The following provides an outline of exhibitor work rules:

Exhibitors may:

- Erect/dismantle 10' x10' pop-up booths using hand tools only. (no power tools)
- Install custom fit, logo skirting for their tables
- Plug/unplug and turn on/off small 120v equipment and products
- Wipe down and clean products and equipment
- Hand carry booth material in one trip without the use of material handling equipment.
This does not include briefcases or luggage. One trip only.

All other booth materials must be constructed by union workers in direct supervision by Exhibitor.

Floor Load Capacity

Floor load capacity at the David L. Lawrence Convention Center is limited to 350 lbs per square foot. A steel plate order form is included in this service kit for your convenience. If you require assistance in determining whether your display complies, please do not hesitate to contact Ryan Yemm at 314-534-8500.

Dear Exhibitor:

Your company is exhibiting at the event below.

Please direct this service manual to the person in charge of your exhibit.



**2015 LONGWALL USA
EXHIBITION & CONFERENCE**

JUNE 16 – JUNE 18, 2015

**DAVID L. LAWRENCE CONVENTION CENTER
PITTSBURGH, PENNSYLVANIA**



General Information

Booth Equipment

Each 10'x10' booth will be set with 8' high black & gold back drape, 3' high black side dividers and a 7" x 44" one-line identification sign.

Exhibit Hall Carpet

The exhibit area is NOT carpeted, however the aisles are carpeted in tuxedo (gray with black specks). To enhance the appearance and comfort of your booth, rental carpet is available through Heritage Exposition Services. Floor covering is required. Please refer to the enclosed carpet brochure and furniture/carpet order form.

Discount Price Deadline Date

In order to receive advance order discount rates listed on the price sheet, we must receive your order and payment by Friday, May 29th, 2015.

Shipments to Advance Warehouse Deadline Date

To avoid late fees all shipments to the advanced warehouse must arrive no later than Monday, June 5th, 2015.

Show Schedule

Exhibitor Move-In

Friday	June 12 th	By appointment only for large equipment
Monday	June 15 th	8:00 a.m. - 5:00 p.m. All exhibitors

Exhibit Hours

Tuesday	June 16 th	9:00 a.m. - 5:00 p.m.
Wednesday	June 17 th	9:00 a.m. - 5:00 p.m.
Thursday	June 18 th	9:00 a.m. - 12:00 p.m.

Exhibitor Move-Out

Thursday	June 18 th	12:00 p.m. - 5:00 p.m.
Friday	June 19 th	8:00 a.m. - 12:00 p.m.

- Empty crates and containers will begin being returned at 12:00 p.m., Thursday, June 18th.
- All carriers must check-in no later than 9:00 a.m. on Friday, June 19th. Heritage will begin redirecting all outbound freight not claimed by appointed freight carriers to the preferred show carrier at 9:00 a.m.
- Please refer to the Outbound Shipments Form included in this packet for detailed information regarding outbound shipping procedures.

(Continued on next page)

General Information

Shipping Information

Advance Warehouse Shipping Address:

Exhibitor Company Name and Booth Number
Heritage Exposition Services
UPS Freight C/O APA
20 39TH St.
Pittsburgh, PA 15201
FOR: Longwall 2015

Heritage will accept crated, boxed or skidded material beginning Monday, May 18th, 2015 at the above address. Material arriving after Friday, June 5th, 2015 will be received at the warehouse with an additional after deadline charge.

Show Site Shipping Address:

Exhibitor Company Name and Booth Number
C/O Heritage Exposition Services
David L. Lawrence Convention Center
1000 Fort Duquesne Blvd
Pittsburgh, PA 15222
FOR: Longwall 2015

Freight will be accepted at show site beginning Friday, June 12th, 2015. Certified weight tickets are recommended. See the Material Handling Instructions within this kit for additional information.

FLOOR LOAD CAPACITY

Floor load capacity at the David L. Lawrence Convention Center is limited to 350 lbs per square foot. A steel plate order form is included in this service kit for your convenience. If you require assistance in determining whether your display complies, please do not hesitate to contact Ryan Yemm @ 314-534-8500.

Service Center Hours

The Heritage Exhibitor Service Center will be staffed during exhibitor move-in and exhibitor move-out.

Assistance

We want you to have a successful show. If we can be of assistance, please call our Exhibitor Services at 314-534-8500.

We Appreciate Your Business



Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

CREDIT CARD AUTHORIZATION RECAP OF SERVICES FORM

One copy of this form with your check or credit card information must be forwarded to Heritage at the above address. All orders received at the Exhibitor Service Desk will be charged at standard rates. All outstanding balances must be paid by the close of the show. Adjustments to your invoice will not be made after the close of the show. Heritage requires that you provide a credit card authorization form if you require material handling, sign hanging or labor services. For your convenience, Heritage will use the authorization to charge your credit card for any charges which Heritage may be obligated to pay on behalf of exhibitor, including without limitation, any shipping charges from HES Logistics Inc., if incurred.

If you wish to charge the amount of your advance order to your credit card account, please complete the following:

Card Holder's Name (*Please print*): _____

Cardholder's Signature: _____

Credit Card Billing Address: _____

City: _____ State: _____ Zip: _____

Credit Card Number: _____ V- Code ____ / ____ / ____ / ____ Expiration Date ____ / ____
(3 – 4 Digit # On Back of Card or Front of AMEX)

Charge to: _____ American Express _____ MasterCard _____ Visa _____ Discover

If for any reason the submitted credit card or check is declined or returned, a \$25.00 processing fee will be added to the final invoice. For your convenience, we will also process your card for payment of any additional charges incurred at show site. We will automatically provide this service unless informed otherwise by you.

FURNITURE/CARPET \$ _____
HASSLE FREE PACKAGE \$ _____
ESTIMATED MATERIAL HANDLING/DRAYAGE (Credit Card Required)..... \$ _____
PRIORITY EMPTY CONTAINER RETURN/ACCESSIBLE STORAGE..... \$ _____
ESTIMATED LABOR (Credit Card Required)..... \$ _____
RENTAL UNITS..... \$ _____
BOOTH CLEANING \$ _____
SIGN SERVICE \$ _____

Please note: In some instances equipment or services listed above may be handled by other contractors. Payment should be made directly to those contractors and not listed as part of the total due Heritage.

TOTAL AMOUNT DUE \$ _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To the Address Above-Retain One Copy for Your Files

CC-REC

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

FURNITURE/CARPET
RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
FURNITURE				
F60	Plastic Side Chair (White).....	47.40	61.65	
F50	Padded Sled Base Chair (Gray).....	61.85	80.45	
F9	Padded Chair (Gray).....	61.85	80.45	
F10	Padded Arm Chair (Gray).....	67.10	87.20	
F20	Custom Padded Arm Chair.....	79.20	103.00	
F30	Padded High Stool (Gray).....	75.75	98.50	
F40	Custom Padded High Stool.....	99.45	129.30	
F75	Executive Chair.....	195.00	253.50	
	30" Diameter Pedestal Table (Gray).....	119.10	154.85	
F80	18" High			
F90	30" High			
F100	42" High			

CARPET

C10	9' X 10'.....	166.70	216.75	
C20	9' X 20'.....	327.30	425.50	
C30	9' X 30'.....	489.45	636.30	
C40	9' X 40'.....	657.70	855.00	
C50	9' X _____ Per 10' increment.....	166.70	216.75	

AREA CARPET (Indicate Dimensions for Special Size Carpet)

C60 _____' X _____' per sq. ft. (100 sq. ft. min.) 2.80 3.65 _____

COLORS: ☐ RED ☐ BLUE ☐ HUNTER GREEN ☐ BURGUNDY
☐ PLUM ☐ GRAY ☐ BLACK

Area carpet is required for all booths larger than 30', or for booths configured as islands or peninsula areas.

PADDING AND VISQUEEN (90 sq. ft. min.)

C70	' X _____' Carpet padding/per sq. ft.....	1.40	1.80	
C80	' X _____' Visqueen covering/per sq. ft.....	.85	1.05	

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
DRAPED DISPLAY TABLE				
F110	4' Table - 30" high.....	85.60	111.25	
F120	6' Table - 30" high.....	102.95	133.80	
F130	8' Table - 30" high.....	120.30	156.35	
F140	4' Table - 42" Counter high.....	106.40	138.30	
F150	6' Table - 42" Counter high.....	123.75	160.85	
F160	8' Table - 42" Counter high.....	141.10	183.45	
F170	4th side table drape.....	35.85	46.60	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

UNDRAPED DISPLAY TABLE

F190	4' Table - 30" high.....	54.95	71.40	
F200	6' Table - 30" high.....	67.10	87.20	
F210	8' Table - 30" high.....	79.80	103.75	
F220	4' Table - 42" Counter high.....	59.55	77.45	
F230	6' Table - 42" Counter high.....	70.55	91.70	
F240	8' Table - 42" Counter high.....	86.15	112.00	

TABLE RISERS COVERED WHITE

(Riser Dimension: 10" Wide x 8" high)

F250	4' Long riser.....	37.80	49.15	
F260	6' Long riser.....	46.50	60.45	
F270	8' Long riser.....	56.20	73.05	

SPECIAL DRAPE BACKGROUNDS

F280	3' H. Background/per ft.....	11.55	15.05	
F290	8' H. Background/per ft.....	12.70	16.55	

COLORS: ☐ RED ☐ BLUE ☐ TEAL ☐ BURGUNDY ☐ HUNTER GREEN
☐ PLUM ☐ GRAY ☐ BLACK ☐ WHITE ☐ GOLD ☐ EXPO GREEN

*Show colors will be given when color is not selected.

7% Tax _____**TOTAL ORDER** _____NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

FC-H

Chairs/Carpet

Chairs



F60



F50



F9



F10



F30



F20



F40



F75

Furniture

F60 Plastic Side Chair, White
F50 Padded Sled Base Chair, Gray
F9 Padded Chair, Gray
F10 Padded Arm Chair, Gray
F30 Padded High Stool, Gray
F20 Padded Arm Chair, Custom
F40 Padded High Stool, Custom
F75 Executive Chair

Carpet



Black



Red



Burgundy



Gray



Blue



Plum



Hunter Green

Display Tables

Pedestal Tables

F80 Pedestal Table 30" x 18" h

F90 Pedestal Table 30" x 30" h

F100 Pedestal Table 30" x 42" h

Draped Display Tables

F110 4' x 2' x 30" F140 4' x 2' x 42"

F120 6' x 2' x 30" F150 6' x 2' x 42"

F130 8' x 2' x 30" F160 8' x 2' x 42"

Undraped Display Tables

F190 4' x 2' x 30" F220 4' x 2' x 42"

F200 6' x 2' x 30" F230 6' x 2' x 42"

F210 8' x 2' x 30" F240 8' x 2' x 42"



F80



F90



F100



F190
F220



F110
F140



Red



Teal



Burgundy



Gray



Plum



White



Hunter
Green



Expo
Green



Gold



F200
F230



F120
F150



Blue



Black



F210
F240



F130
F160

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

exhibitorservices@heritageexpo.com

ACCESSORIES/DISPLAY
RENTAL ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted. Fax / Email orders will only be accepted with enclosed credit card authorization form. Charges for rental items listed below are for the duration of the show, and include delivery and removal. Cancellation of equipment delivered will be subject to a 100% cancellation charge for labor involved. Orders received after deadline are subject to availability.

ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT	ITEM #	QTY	DISCOUNT RATES	STANDARD RATES	AMOUNT
ACCESSORIES					DISPLAY				
A10	_____	Wastebasket.....	16.65	21.65	D10	_____	Pegboard Panels (4'x8').....	166.55	216.50
A20	_____	Tripod Easels.....	27.75	36.10	D11	_____	Pegboard 6" Single Hook.....	8.35	10.85
D250	_____	Chrome Sign Holder.....	102.35	133.05	D12	_____	Pegboard 8" Single Hook.....	9.70	12.65
A30	_____	Chrome Stanchion.....	20.80	27.05	D20	_____	Tackboard Panels (4'x8').....	124.90	162.40
A40	_____	Velour Rope 6' Black.....	20.80	27.05	<input type="checkbox"/> Horiz. <input type="checkbox"/> Vert.				
A50	_____	Coat Tree.....	60.35	78.50	D31	_____	Fabric Impact Panel 1 Meter x 8.....	305.30	396.89
A60	_____	Chrome Bag Rack.....	60.35	78.50	D40	_____	Gridwall 2'x8' Black.....	113.80	147.95
A70	_____	Literature Rack.....	117.95	153.35	D60	_____	Gridwall 6" Single Hook.....	8.35	10.85
A80	_____	Garment Rack 5'.....	64.75	84.20	D70	_____	Gridwall 8" Single Hook.....	9.70	12.65
A90	_____	2 Way Straight Arm Rack.....	88.80	115.45	D50	_____	Slatwall 1 Meter x 8.....	152.65	198.45
A100	_____	4 Way Slant Arm Rack.....	99.45	129.30	D120	_____	Slatwall Waterwalls Hooks.....	25.00	32.50
A106	_____	Raffle Ticket Drum.....	55.00	71.50	D121	_____	Slatwall 8" Bracket.....	9.70	12.65
A107	_____	Fishbowl.....	20.00	26.00	D130	_____	Shelf 1 meter wide.....	41.65	54.15
A110	_____	6' Tensabarrier.....	94.35	122.70	D210	_____	Acrylic Holder.....	17.35	22.55
					D220	_____	Arm Light.....	37.00	48.10
					D140	_____	4' Full View Showcase.....	367.80	478.10
					D150	_____	6' Full View Showcase.....	395.55	514.20
					D160	_____	4' Quarter View Showcase.....	312.25	405.95
					D170	_____	6' Quarter View Showcase.....	351.60	457.05
					MD20	_____	Counter 1 Meter.....	388.60	505.15
					MD21	_____	Counter 2 Meter.....	543.55	706.65
					MD22	_____	Curved Counter 1 Meter.....	427.46	555.67
					<input type="checkbox"/> Black Fabric <input type="checkbox"/> Gray Fabric <input type="checkbox"/> White PVC				
					MD60	_____	Counter Lock.....	21.95	28.55
					Counter Doors / Locks Not Available on Curved Counter				
					MD30	_____	Cabinet 1 Meter (White/ Lockable).....	466.32	606.22
					7% Tax _____				
					TOTAL ORDER _____				

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Accessories



A10



D250



A30



A40



A20



A70



A80



A60



A100



A80



A110



A106



A107

Accessories:

A10 Wastebasket
A20 Tripod Easel
D250 Chrome Sign Holder
A30 Chrome Stanchion
A40 Velour Rope 6' Black
A50 Coat Tree
A60 Chrome Bag Rack

A70 Literature Rack
A80 Garment Rack 5'
A90 2 Way Straight Arm Rack
A100 4 Way Slant Arm Rack
A110 6' Tensabarrier
A106 Raffle Ticket Drum
A107 Fishbowl

Display



D10



D50



D40



D31



D11
D12



D121



D60
D70



D130



D220



D120



D140
D150 (Shown)



D160
D170 (Shown)



D20
D30 (Shown)



MD30



MD20 (Shown)
MD21



MD22

Display

D10 Pegboard Panels 4'x8' Vertical
D50 Slatwall 1 Meter x 8'
D40 Gridwall 2'x8'
D31 Fabric Impact Panel 1 Meter x 8'
D11 Pegboard 6" Single Hook

D12 Pegboard 8" Single Hook
D121 Slatwall 8" Bracket
D60 Gridwall 6" Single Hook
D70 Gridwall 8" Single Hook
D130 Shelf 1 meter wide x 12" deep
D220 Arm Light

D120 Slatwall Waterwalls Hooks
D140 4' Full View Showcase
D150 6' Full View Showcase
D160 4' Quarter View Showcase
D170 6' Quarter View Showcase
D20 Vertical Tackboard

D30 Horizontal Tackboard
MD30 Display Cabinet 1 Meter
MD20 Display Counter 1 Meter
MD21 Display Counter 2 Meter
MD22 Curved Counter 1 Meter

To:

"HASSLE-FREE" FURNITURE PACKAGE

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

Prices only apply to orders received with full payment at the above address 14 days prior to first day of set up. Floor orders for Hassle Free Furniture Packages will not be accepted at show site.

All charges for equipment and/or services must be paid in advance. For your convenience, MasterCard, American Express, Discover and Visa will be accepted. Fax orders will be accepted with enclosed credit card authorization form only. Charges for rental items listed below are for the duration of the show, and include delivery and removal.

NO CANCELLATIONS OR EXCHANGES OF EQUIPMENT WILL BE ACCEPTED!

Complete exhibit booth furniture packages are offered as a special exhibitor service. For a discounted price, exhibitors can purchase "Hassle-Free" Furniture Packages, as follows:

☐ Furniture Package 1 @ \$121.00 comprised of:

- Two (2) Folding Chairs
- One (1) Wastebasket
- One (1) 6' x 30" high Black Skirted Table

☐ Furniture Package 2 @ \$220.00 comprised of:

- Two (2) Grey Padded High Stools
- One (1) Wastebasket
- One (1) 6' x 40" high Black Skirted Table

SUBTOTAL _____

7% TAX _____

TOTAL ORDER \$ _____

NAME OF CONVENTION LONGWALL 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

CC-REC



TRADE SHOW FURNISHINGS 2015
Product Catalog

HERITAGE
EXPOSITION SERVICES

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA



MIRABEL



ALLEGRO



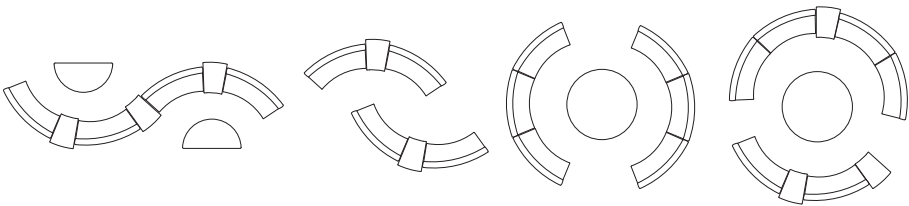
KEY WEST



SOUTH BEACH



Suggested Uses of South Beach



TANGIERS



TANCHR



TANSOF

NAPLES



NPLCHR



NPLLOV



NPLSOF

HEATHROW



HS008



HC008

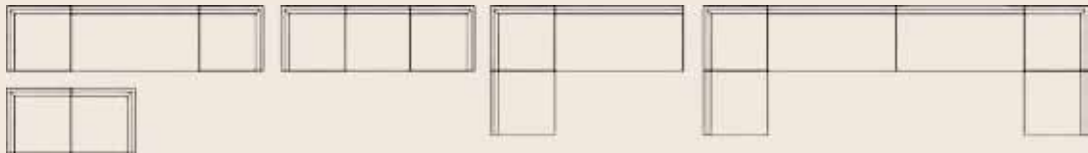


HCH08



HEA08

Suggested Uses of Heathrow



SOFAS & SECTIONALS



HEA08



SO1



SFA001



SFA002



NPLSOF



TANSOF



SOM



SFA003



HS008



SO2

LOVESEATS



LSM



NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa

Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa

Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa

Brown Leather
76"L 35"D 32"H

SFA002 Allegro

Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa

Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa

Beige Textured
78"L 37"D 36"H

SOM Key West Sofa

Black
85"L 35"D 33"H

SFA003 Roma

White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional

Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional

Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat

Black
57"L 35"D 33"H

NPLLOV Naples Loveseat

Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS



CHR003



CHR001



CHR002



NPLCHR



TANCHR



OCB



HCH08



HC008

OCCASIONAL CHAIRS



SWAN



OCA



OCH



BCW



CCE



LABREA



MADGRY

MEETING CHAIRS



OCMESP



OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS



BNO08



BN075



END02B



END02W



SAL



OSC



OTH



PUZ2SW



CUBL20



VIB05



VIB06



VIB07



VIB08



VIB01



VIB02



VIB03



VIB04



OTS



OTK



OTL



CCB



CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BN075 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING



RSTDIN



DUET



CS8



CS9



SC4



SC1



XCHR



SC9



SC10



CH002



SCF



SCC



SCE



SCD



SC8



SC3



XC3



XC6



CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES



COLI



C1E



C1D



C1K



C1F



C1C



C1W



C1Y

SIDE AND END TABLES



TMBTBL



NEMSAC



ETBL



AURA



EOLI



E1E



E1D



E1K



E1F



E1C



CDYTB



E1W



E1Y



CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES



CG1



CF2



CE2



OCT6W



CE1



CF1



6'-CB2



MERLIN



WD3



8'-CB3



6'-CD2



8'-CD3



6'-CC6
8'-CC7
10'-CC8



6'-CT06GR
8'-C508GR
10'-CT10GR



CC5



CB1



CONF42

SAMPLE CONFERENCE SETS



CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS



PROEXE



XC2



XC1



XC5



XC4



OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES



G30BMS



G30BMW



G30BWS



G30BWW



G30DMS



G30DMW



G30DWS



G30DWW



G30CMS



G30CMW



G30CWS



G30CWW

TABLE TOP OPTIONS



MAPLE



WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS



RSTSTL



BS001



BS002



BS003



ROLLRD



ROLLGY



ROLLWH



ROLLBL



BSN



BCE



BSS



BST



BSL



BSC



BSD

BARSTOOLS

RSTSTL Rustique Barstool

Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool

White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool

White, Chrome
15"L 16"D 26–30.5"H

BS003 Zoey Barstool

Black, Chrome
15"L 16"D 26–30.5"H

ROLLRD Lift Barstool

Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool

Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool

White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool

Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool

Black
18"L 19"D 29"H

BCE Ice Barstool

Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool

Black, Chrome
21"L 22"D 30"H

BST Banana Barstool

White, Chrome
21"L 22"D 30"H

BSL Gin Barstool

Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool

White
17"L 20"D 30"H

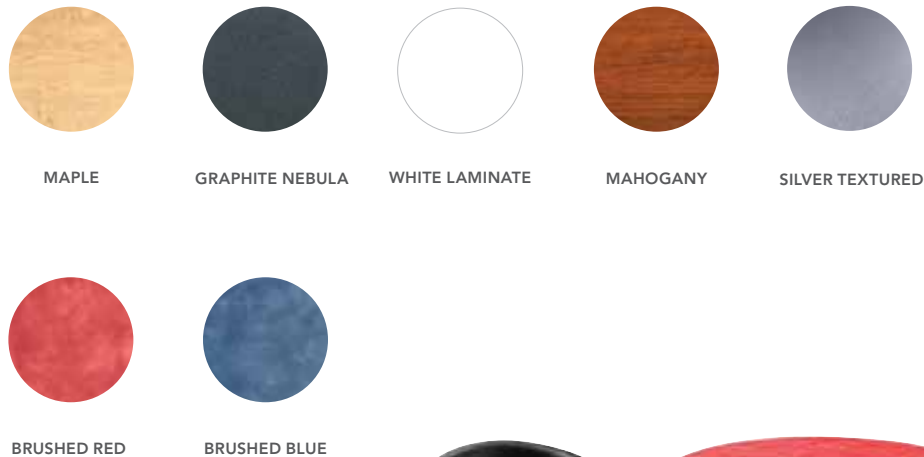
BSD Oslo Barstool

Blue
17"L 20"D 30"H

BAR TABLES



TABLE TOP OPTIONS



BAR TABLES

Standard Black Base

30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base

36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base

30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base

36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top



CAFÉ TABLES



30"-ZTK
36"-ZTP



30"-ZTJ
36"-ZTN



ZTQ



30MHSC



ZTG



ZTB



ZTC



30"-XTK
36"-XTP



30"-XTJ
36"-XTN



XTR



30MHSC



XTS



XTB



XTC

SAMPLE BAR TABLE SETS



CAFÉ TABLES

Standard Black Base

30" Round 29"H

ZTK Maple Top

ZTJ Graphite Nebula Top

30MHSC Mahogany Top

ZTG Silver Textured Top

ZTB Brushed Red Top

ZTC Brushed Blue Top

Standard Black Base

36" Round 29"H

ZTP Maple Top

ZTN Graphite Nebula Top

ZTQ White Laminate Top

Tulip Chrome Base

30" Round 29"H

XTK Maple Top

XTJ Graphite Nebula Top

30MHSC Mahogany Top

XTS Silver Textured Top

XTB Brushed Red Top

XTC Brushed Blue Top

Tulip Chrome Base

36" Round 29"H

XTP Maple Top

XTN Graphite Nebula Top

XTR White Laminate Top



TRAINING ROOM



MERLIN



WD3

BOOKCASES & PRODUCT DISPLAYS



PMB36



PMB42



PDL



36" - PDL36W
42" - PDL42W



BC6



BC7



36" - PDL36B
42" - PDL42B



ET2



ET1

UTILITY CHAIRS



SY1



DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W 24"L 24"D 36"H
PDL42W 24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B 24"L 24"D 36"H
PDL42B 24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS



JD6



JD7



CR6



CR7

FILES



VF4



VF2



L26



L27

FRIDGES



R1R



R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS



TBBCHR



TBSHLF



TBPNTN



TBSTDW



TBSTND

LAMPS



LA15



LA14

LIGHTED PRODUCTS

LED color guide



CUBL20



CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTN Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS



Suggested Uses of Martini Bar



BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

Specialty Furniture Order Form

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BCW		Chair	Madrid Chair	\$623.00	
CCE		Chair	Ice Chair	\$206.00	
CH002		Chair	Wendy Chair	\$111.00	
CHR001		Chair	Mirabel Chair	\$461.00	
CHR002		Chair	Allegro Chair	\$461.00	
CHR003		Chair	Roma Chair	\$511.00	
CO4		Chair	Iso Mesh Chair	\$275.00	
CS8		Chair	Berlin Chair	\$118.00	
CS9		Chair	Berlin Chair	\$118.00	
DF1		Chair	Altura Drafting Stool	\$286.00	
DUET		Chair	Duet Chair	\$61.00	
HC008		Chair	Heathrow Corner Chair	\$523.00	
HCH08		Chair	Heathrow Chair	\$486.00	
LABREA		Chair	La Brea Swivel Chair	\$386.00	
MADGRY		Chair	Madden Arm Chair	\$398.00	
NPLCHR		Chair	Naples Chair	\$548.00	
OCA		Chair	T-Vac Chair	\$261.00	
OCB		Chair	Key West Chair	\$373.00	
OCH		Chair	Madrid Chair	\$623.00	
OCMESP		Chair	Meeting Chair	\$261.00	
OCMTAU		Chair	Meeting Chair	\$198.00	
OTO		Chair	Perth High Back Chair	\$336.00	
PROEXE		Chair	Pro Executive High Back Chair	\$348.00	
RSTDIN		Chair	Rustique Chair w/ arms	\$136.00	
SC1		Chair	New York Chair	\$181.00	
SC10		Chair	Razor Armless Chair	\$56.00	
SC3		Chair	Brewer Chair	\$163.00	
SC4		Chair	Jetson Chair	\$181.00	
SC8		Chair	Flex Chair w/ Wheels	\$161.00	
SC9		Chair	Panton Chair	\$186.00	
SCC		Chair	Fusion Chair	\$131.00	
SCD		Chair	Fusion Chair	\$131.00	
SCE		Chair	Fusion Chair	\$131.00	
SCF		Chair	Fusion Chair	\$131.00	
SWAN		Chair	Swanson Swivel Chair	\$336.00	
SY1		Chair	Altura Steno Chair	\$186.00	
TANCHR		Chair	Tangiers Chair	\$404.00	
XC1		Chair	Luxor High Back Executive	\$377.00	
XC2		Chair	Luxor Mid Back Executive	\$354.00	
XC3		Chair	Luxor Guest Chair	\$326.00	
XC4		Chair	Altura Highback Executive	\$347.00	
XC5		Chair	Altura Midback Executive	\$319.00	
XC6		Chair	Altura Guest Chair	\$289.00	
XCHR		Chair	Christopher Chair	\$98.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BC6		Office	Bookcase	\$361.00	
BC7		Office	Bookcase	\$323.00	
CR6		Office	Credenza	\$523.00	
CR7		Office	Credenza	\$498.00	
JD6		Office	Executive Desk	\$523.00	
JD7		Office	Executive Desk	\$511.00	
L26		Office	Lateral File	\$410.00	
L27		Office	Lateral File	\$398.00	
VF2		Office	Vertical File, 2 Drawer	\$175.00	
VF4		Office	Vertical File, 4 Drawer	\$238.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
ET1		Product Display	Etagere	\$323.00	
ET2		Product Display	Etagere	\$323.00	
PDL		Product Display	Locking Pedestal	\$448.00	
PDL30PB		Product Display	Powered Locking Pedestal, 30"	\$448.00	
PDL30PW		Product Display	Powered Locking Pedestal, 30"	\$448.00	
PDL42PB		Product Display	Powered Locking Pedestal, 42"	\$536.00	
PDL42PW		Product Display	Powered Locking Pedestal, 42"	\$536.00	
PMB36		Product Display	Plastic Pedestal, 36"	\$373.00	
PMB42		Product Display	Plastic Pedestal, 42"	\$436.00	
TBBCHR		Product Display	Brochure Holder	\$61.00	
TBPNTR		Product Display	Wireless Printer Holder	\$61.00	
TBSHLF		Product Display	Charging Shelf	\$61.00	
TBSTDW		Product Display	Mobile Tablet Stand	\$261.00	
TBSTND		Product Display	Mobile Tablet Stand	\$261.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
30MHSB		Table	30" Round Bar Table w/ Standard Black Base	\$271.00	
30MHSC		Table	30" Round Café Table w/ Standard Black Base	\$260.00	
CB1		Table	42" Round Table	\$361.00	
CB2		Table	6' Conference Table	\$444.00	
CB3		Table	8' Conference Table	\$524.00	
CC5		Table	42" Round Table	\$361.00	
CC6		Table	6' Table	\$444.00	
CC7		Table	8' Table	\$524.00	
CC8		Table	10' Table	\$786.00	
CD2		Table	6' Conference Table	\$444.00	
CD3		Table	8' Conference Table	\$524.00	

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BCE		Barstool	Ice Barstool	\$248.00	
BS001		Barstool	Shark Barstool	\$298.00	
BS002		Barstool	Zoey Barstool	\$273.00	
BS003		Barstool	Zoey Barstool	\$273.00	
BSC		Barstool	Oslo Barstool	\$245.00	
BSD		Barstool	Oslo Barstool	\$245.00	
BSL		Barstool	Gin Barstool	\$186.00	
BSN		Barstool	Jetson Barstool	\$248.00	
BSS		Barstool	Banana Barstool	\$234.00	
BST		Barstool	Banana Barstool	\$234.00	
ROLLBL		Barstool	Lift Barstool	\$198.00	
ROLLGY		Barstool	Lift Barstool	\$198.00	
ROLLRD		Barstool	Lift Barstool	\$198.00	
ROLLWH		Barstool	Lift Barstool	\$198.00	
RSTSTL		Barstool	Rustique Barstool	\$123.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
HEA08		Soft Seating	Heathrow Sofa	\$623.00	
HS008		Soft Seating	Heathrow Sectional	\$1,636.00	
LSM		Soft Seating	Key West Loveseat	\$461.00	
NPLLOV		Soft Seating	Naples Loveseat	\$661.00	
NPLSOF		Soft Seating	Naples Sofa	\$786.00	
SFA001		Soft Seating	Mirabel Sofa	\$692.00	
SFA002		Soft Seating	Allegro Sofa	\$656.00	
SFA003		Soft Seating	Roma Sofa	\$748.00	
SO1		Soft Seating	South Beach Sofa	\$623.00	
SO2		Soft Seating	South Beach Sectional	\$1,497.00	
SOM		Soft Seating	Key West Sofa	\$529.00	
TANSOF		Soft Seating	Tangiers Sofa	\$623.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BNO08		Ottoman	Bench Ottoman	\$386.00	
BNO75		Ottoman	Bench Ottoman	\$386.00	
CCB		Ottoman	Circle Ottoman	\$598.00	
CCW		Ottoman	Circle Ottoman	\$598.00	
CCZ		Ottoman	Circle Ottoman	\$598.00	
CUBL20		Ottoman	Edge LED Cube Ottoman	\$185.00	
END02B		Ottoman	Endless Square Ottoman	\$336.00	
END02W		Ottoman	Endless Square Ottoman	\$336.00	
OSC		Ottoman	Milano Cube Ottoman	\$118.00	
OTH		Ottoman	Milano Cube Ottoman	\$118.00	
OTK		Ottoman	Half Round Ottoman	\$348.00	
OTL		Ottoman	Half Round	\$348.00	
OTS		Ottoman	South Beach Wedge	\$298.00	
PUZZSW		Ottoman	Puzzle Bench Ottoman	\$248.00	
SAL		Ottoman	Sally Stool/Ottoman	\$86.00	
VIB01		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB02		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB03		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB04		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB05		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB06		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB07		Ottoman	Vibe Cube Ottoman	\$131.00	
VIB08		Ottoman	Vibe Cube Ottoman	\$131.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
LA14		Accessory	Mason Table Lamp	\$123.00	
LA15		Accessory	Mason Floor Lamp	\$206.00	
R1Q		Accessory	Refrigerator, Small	\$286.00	
R1R		Accessory	Refrigerator, Large	\$814.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
BR1		Bar	Martini Bar	\$1,263.00	
BRC		Bar	Martini Bar Circle	\$3,638.00	
CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
30MHTB		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
30MHTC		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
AURA		Table	Aura Round Table	\$136.00	
C1C		Table	Geo Cocktail Table	\$236.00	
C1D		Table	Soho Cocktail Table	\$373.00	
C1E		Table	Silverado Cocktail Table	\$261.00	
C1F		Table	Geo Cocktail Table	\$236.00	
C1K		Table	Inspiration Cocktail Table	\$290.00	
C1W		Table	Sydney Cocktail Table	\$265.00	
C1Y		Table	Sydney Cocktail Table	\$265.00	
C508GR		Table	8' Table	\$524.00	
G30DMW		Table	G30 Communal Cafe Table w/ Grommet Holes	\$498.00	
G30DWS		Table	G30 Communal Café Table	\$498.00	
G30DWW		Table	G30 Communal Cafe Table w/ Grommet Holes	\$498.00	
NEMSAC		Table	Mosaic Tables	\$273.00	
OCT6W		Table	Nova Oval Table	\$498.00	
TMBTBL		Table	Timber Table	\$161.00	
VTB		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTC		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTG		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
VTJ		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	

Specialty Furniture Order Form

CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL	CODE	QTY	ITEM	DESCRIPTION	PRICE	TOTAL
CDYTB		Table	Candy Table	\$198.00		VTK		Table	30" Round Bar Table w/ Standard Black Base	\$231.00	
CE1		Table	Geo Table, Rounded Square	\$298.00		VTN		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CE2		Table	Geo Table, Rectangle	\$423.00		VTP		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CF1		Table	Geo Table, Rounded Square	\$298.00		VTW		Table	36" Round Bar Table w/ Standard Black Base	\$248.00	
CF2		Table	Geo Table, Rectangle	\$423.00		WD3		Table	Work Table	\$311.00	
CG1		Table	Manhattan Table	\$311.00		WTB		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
COLI		Table	Oliver Cocktail Table	\$198.00		WTC		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CONF42		Table	42" Round Table	\$361.00		WTJ		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CONFMER		Table	Merlin Multi Use Table	\$323.00		WTK		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
CT06GR		Table	6' Table	\$444.00		WTN		Table	36" Round Bar Table w/ Tulip Chrome Base	\$373.00	
CT10GR		Table	10' Table	\$786.00		WTP		Table	36" Round Bar Table w/ Tulip Chrome Base	\$373.00	
CUBTBL		Table	Edge LED Cube Table	\$186.00		WTS		Table	30" Round Bar Table w/ Tulip Chrome Base	\$356.00	
E1C		Table	Geo End Table	\$231.00		WTW		Table	36" Round Bar Table w/ Tulip Chrome Base	\$411.00	
E1D		Table	Soho End Table	\$336.00		XTB		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1E		Table	Silverado End Table	\$248.00		XTC		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1F		Table	Geo End Table	\$231.00		XTJ		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1K		Table	Inspiration End Table	\$273.00		XTK		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1W		Table	Sydney End Table	\$238.00		XTN		Table	36" Round Café Table w/ Tulip Chrome Base	\$336.00	
E1Y		Table	Sydney End Table	\$238.00		XTP		Table	36" Round Café Table w/ Tulip Chrome Base	\$356.00	
EOLI		Table	Oliver End Table	\$200.00		XTR		Table	36" Round Café Table w/ Tulip Chrome Base	\$336.00	
ETBL		Table	E Table	\$167.00		XTS		Table	30" Round Café Table w/ Tulip Chrome Base	\$336.00	
G30BMS		Table	G30 Communal Bar Table	\$623.00		ZTB		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BMW		Table	G30 Communal Bar Table w/ Grommet Holes	\$623.00		ZTC		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BWS		Table	G30 Communal Bar Table	\$623.00		ZTG		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30BWW		Table	G30 Communal Bar Table w/ Grommet Holes	\$623.00		ZTJ		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30CMS		Table	G30 Communal Cocktail Table	\$348.00		ZTK		Table	30" Round Café Table w/ Standard Black Base	\$211.00	
G30CMW		Table	G30 Communal Cocktail Table w/ Grommet Holes	\$348.00		ZTN		Table	36" Round Café Table w/ Standard Black Base	\$230.00	
G30CWS		Table	G30 Communal Cocktail Table	\$348.00		ZTP		Table	36" Round Café Table w/ Standard Black Base	\$230.00	
G30CWW		Table	G30 Communal Cocktail Table w/ Grommet Holes	\$348.00		ZTQ		Table	36" Round Café Table w/ Standard Black Base	\$267.00	
G30DMS		Table	G30 Communal Café Table	\$498.00							

NAME OF CONVENTION:

BOOTH #

FIRM NAME:

PHONE #

FAX#

Order Total:

Late Fee (25%):

Within 14 days of move in

State Tax (0.00%):

Total Due:

ADDRESS:

CITY:

STATE:

ZIP:

BY:

EMAIL:

(SIGNATURE)

NAME:

DATE:

(PLEASE PRINT)

Please Fax or Email This Form Promptly To The Address Below-Retain One Copy For Your File

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

exhibitorservices@heritageexpo.com

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104






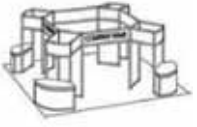
Phone 314/534-8500 • Fax 314/533-0906

MODULAR RENTAL DISPLAY ORDER FORM

Cancellation: No refunds if cancelled after the deadline.

Late Request: Request after deadline will be filled as available at the standard rate.

Choose Your Exhibit – Check One

<input type="checkbox"/> MD01 DISPLAY ONE: 10' STANDARD DISPLAY Package Includes: Installation and dismantling labor 1 Header One 10' x 10' Standard Carpet One 1 meter counter Three Arm Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$1,811.25</td><td>\$2,354.65</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$1,811.25	\$2,354.65	<input type="checkbox"/> MD02 DISPLAY TWO: 20' STANDARD DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 2 Headers One 2 meter counter Two 1 meter counters 6 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,147.50</td><td>\$5,391.75</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,147.50	\$5,391.75
ADVANCED RATE	STANDARD RATE										
\$1,811.25	\$2,354.65										
ADVANCED RATE	STANDARD RATE										
\$4,147.50	\$5,391.75										
<input type="checkbox"/> MD03 DISPLAY THREE: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard Carpet 2 Headers One 1.5 meter counter Four shelves 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,462.50</td><td>\$5,801.25</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,462.50	\$5,801.25	<input type="checkbox"/> MD04 DISPLAY FOUR: 20' DELUXE DISPLAY Package Includes: Installation and dismantling labor One 10' x 20' Standard carpet 1 Header 4 Counters 5 Halogen Lights	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$4,856.25</td><td>\$6,313.15</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$4,856.25	\$6,313.15
ADVANCED RATE	STANDARD RATE										
\$4,462.50	\$5,801.25										
ADVANCED RATE	STANDARD RATE										
\$4,856.25	\$6,313.15										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$8,006.25</td><td>\$10,408.15</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$8,006.25	\$10,408.15	<input type="checkbox"/> MD06 DISPLAY SIX: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 4 Headers 4 Counters	<table border="1"><tr><th>ADVANCED RATE</th><th>STANDARD RATE</th></tr><tr><td>\$8,662.50</td><td>\$11,261.25</td></tr></table> 	ADVANCED RATE	STANDARD RATE	\$8,662.50	\$11,261.25
ADVANCED RATE	STANDARD RATE										
\$8,006.25	\$10,408.15										
ADVANCED RATE	STANDARD RATE										
\$8,662.50	\$11,261.25										
<input type="checkbox"/> MD05 DISPLAY FIVE: 20 X 20 ISLAND DISPLAY Package Includes: Installation and dismantling labor One 20' x 20' Standard carpet 2 Headers 4 Counters		Choose Your Panels Standard and Optional Panel Choices <table border="1"><tr><td><input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify</td><td>Advanced Rates: Included Included \$70.00 ea.</td><td>Advanced Rates: Included Included \$91.00 ea.</td></tr></table>		<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.					
<input type="checkbox"/> White Hardwall <input type="checkbox"/> Blue/Gray Velcro – Circle: Blue or Gray <input type="checkbox"/> Opt. Color Hardwall (per panel) - Specify	Advanced Rates: Included Included \$70.00 ea.	Advanced Rates: Included Included \$91.00 ea.									

Circle your carpet color:

Black Blue Burgundy Gray Red

Indicate Your Header Sign Copy

Your company name will be printed in block lettering on the White Header sign.

Check which color lettering you would like ☐ Black ☐ Blue ☐ Red

☐ Please indicate here if you would like us to assist you with logo identification or other customized graphics.

• Remember to order the following items, they are NOT included in booth package; • Furniture • Electrical Service • Custom Logo • Floral • Cleaning Service

☐ Yes, I have completed and enclosed the Payment Form Sub. Total _____

7% Tax _____

TOTAL ORDER _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(SIGNATURE)

(PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

Modular Displays



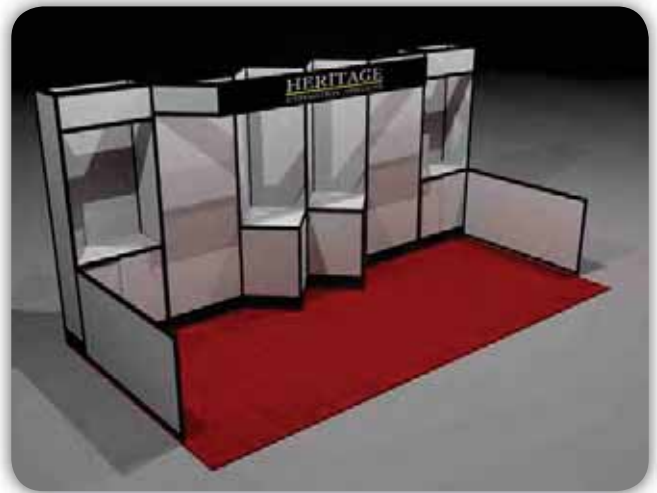
MD01 Modular Hardwall Display Package 1



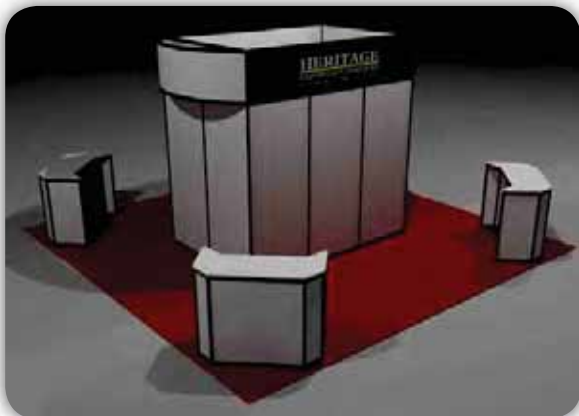
MD02 Modular Hardwall Display Package 2



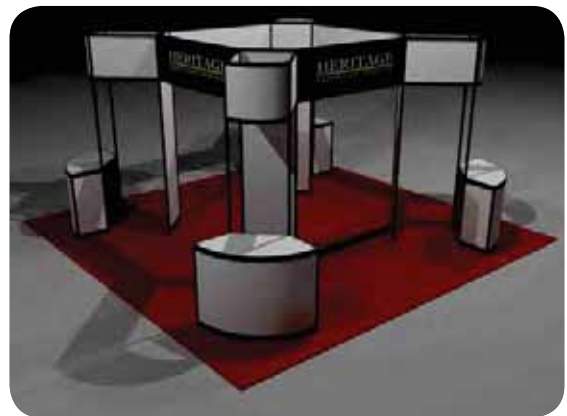
MD03 Modular Hardwall Display Package 3



MD04 Modular Hardwall Display Package 4



MD05 Modular Hardwall Display Package 5



MD06 Modular Hardwall Display Package 6

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HERITAGE**EXPOSITION SERVICES**620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906**SHIPPING INSTRUCTIONS
MATERIAL HANDLING INFORMATION***Heritage shall not be liable for piece count or condition of any shipments received without individual carrier receipts or freight bills from carriers such as UPS, Federal Express, Express Mail, Parcel Post, private vehicles, etc, due to their delivery procedures.***A. SHIPMENTS TO WAREHOUSE**

Heritage Exposition Services will start receiving crated, boxed or skidded materials 30 days prior to show move-in. Shipments will be received Monday through Friday between the hours of 10:00 a.m. and 4:00 p.m. For uncrated and loose shipments, please refer to shipments to show site below. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to warehouse:

EXHIBITOR COMPANY NAME
HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT _____

****DELIVERIES TO THE WAREHOUSE MUST BE MADE BETWEEN THE HOURS OF 10 AM – 4 PM, MONDAY THROUGH FRIDAY******STRAIGHT TIME RATES FOR SHIPMENTS TO WAREHOUSE****Deadline Date: Monday, June 5, 2015 To Avoid Late Fees**

	Description	Rate per 100 lbs.	Min Charge
I	Packaged Shipments to the Advance Warehouse	\$ 64.00	\$ 128.00
II	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Advance Warehouse	\$ 76.80	\$ 153.60
III	Packaged Shipments to the Advance Warehouse after the deadline date	\$ 80.00	\$ 160.00
IV	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS, or U.S. Mail to the Advance Warehouse after the deadline date	\$ 92.80	\$ 185.60

B. SHIPMENTS TO SHOW SITE

Heritage Exposition Services will receive and unload shipments at show site only during scheduled exhibitor move-in times. Do not ship to show site at any other times, as the facility has no provisions to accept advance shipments. Shipments must be sent with freight charges prepaid. **Collect shipments will not be accepted.** A 200 lb. minimum will apply for each shipment received. Rates below include receipt of your freight; delivery to the booth; storage and return of empty crates; and reloading.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

EXHIBITOR COMPANY NAME
C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

BOOTH NO. _____

TOTAL PIECES _____

APPROX. WT _____

STRAIGHT TIME RATES FOR SHIPMENTS TO SHOWSITE

	Description	Rate per 100 lbs.	Min Charge
VI	Packaged Shipments to the Show site	\$ 59.50	\$ 119.00
VII	Packaged Shipments via Van Line, Specialized Carrier, Federal Express, UPS or U.S. Mail to the Show site	\$ 71.40	\$ 142.80
VIII	Loose or Uncrated Shipments or Shipments requiring Special Handling to the Show site (Rate will not be split for mixed shipments. The uncrated rate will apply)	\$ 83.30	\$ 166.60

*** PLEASE BE ADVISED THAT OVERTIME CHARGES MAY APPLY DURING MOVE-IN AND/OR MOVE-OUT****C. OVERTIME**

Warehouse and/or site shipments moved in **or** out on overtime, based on published exhibitor move-in or move-out times, or due to scheduling conflicts beyond the control of Heritage will have an additional 25% surcharge to the above rates. Shipments moved in **and** out on overtime, through no fault of Heritage, will have an additional 50% surcharge to the above rates. Overtime is anytime before 8:00 a.m. and after 4:30 p.m. weekdays and all hours Saturdays, Sundays and Holidays.

The per cwt. (100 lb.) rates listed above are based on inbound weight only, rounded up to the next 100 lbs.. Services include receiving, unloading, delivery to booth, storage and return of empty containers, moving materials to the dock and reloading on designated outbound carrier.

ESTIMATED COSTS. * (Round to next highest whole number)

Estimated Weight in lbs. _____ ÷ 100 = _____ * x Rate _____ = _____ Total

CONTINUED ON NEXT PAGE

D. INBOUND SHIPMENTS

All shipments must have a bill-of-lading or delivery receipt showing number of pieces, true weight, and description of merchandise. If shipments arrive without weight on bill-of-lading and weight is unobtainable, Heritage will estimate the weight. If actual scale weights are not submitted prior to move-out the estimated weight will be final and binding. All shipments received are subject to reweigh. Copies of bills-of-lading, with the name of the carrier, should be forwarded to HERITAGE EXPOSITION SERVICES as soon as shipments are made. This will assist in tracing, if required. Shipments received at the warehouse after scheduled exhibitor set-up or shipments received at show site after exhibitor move-in times, are subject to surcharges to cover additional trucking or labor and will be billed accordingly.

E. EMPTY CONTAINER LABELS

Empty container labels will be available at the service desk for all exhibitors using Heritage material handling services. Affixing the labels is the sole responsibility of the exhibitor or his representative. All previous labels should be removed or obliterated. Heritage assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

F. ADDITIONAL AVAILABLE SERVICES

All per 100 lb. Rates quoted in the foregoing do not include any Blocking, Spotting, or Bracing in booth, or Local pickups for deliveries. For such services, the following rates apply:

	STRAIGHT TIME	OVERTIME
Forklift with Operator (Up to 4,000 lb. Capacity)	\$ 195.00 per hr.	\$ 295.00 per hr. (One Hour Minimum)
Material Handler	\$ 89.85 per hr.	\$ 134.78 per hr. (One Hour Minimum)
Local Pickups & Deliveries	\$ 213.75 per hr.	\$ 320.63 per hr. (One Hour Minimum)

G. SPECIAL SERVICES

Metal banding will be available for securing outbound shipments at a rate of \$.50 per foot, plus labor (One Hour Minimum). Shrink wrap of a pallet will be charged at \$50.00 per pallet. Mobile equipment will be moved into and out of the exhibit facility at \$150.00 per round trip unless otherwise noted in this kit.

H. OUTBOUND SHIPMENTS

Exhibitors are responsible for labeling their exhibit materials and providing outbound shipping information. To assist you with these arrangements, Heritage will have a Service Desk in the exhibit hall with labels, bills-of-lading and available shipping information. When materials are labeled, packed and ready to be shipped, completed bills-of-lading should be turned in at the Service Desk. Pick ups for local deliveries or small package shipments, i.e., UPS and Parcel Post should be dealt with in the same manner as all other outbound shipments. In order to expedite removal of materials, Heritage reserves the right to change designated carriers, if such carriers fail to pickup or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse awaiting shipping instructions.

I. RETURNED SHIPMENTS TO HERITAGE WAREHOUSE

Where no disposition has been made for outbound shipments or later scheduled pickups are necessary; Heritage will return exhibit materials to the warehouse and load on outbound carriers at the rate of \$30.00 per 100 lbs. or fraction thereof for each shipment returned. Minimum charge: \$300.00.

J. LIMITS OF LIABILITY AND RESPONSIBILITY

- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth and shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- Heritage Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills-of lading covering outgoing shipments, which are furnished by Heritage Exposition Services to exhibitors, will be checked at time of actual pickup from the booth and corrections made where discrepancies occur.
- Heritage Exposition Services liability shall be limited to the physical loss of or damage to the specific article which is lost or damaged, and in any event Heritage Exposition Services' maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
- Heritage Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

AUTHORITY TO HANDLE

All terms and conditions herein stated are understood and accepted.

(Please Print)

NAME OF CONVENTION LONGWALL 2015 BOOTH# _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Remit to:
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

**HEAVY MACHINERY
FREIGHT SERVICE ORDER FORM**

Heritage will provide material handling services for all heavy machinery arriving direct to the Convention Center on the sliding scale rate structure outlined below. Rates quoted below include necessary labor and equipment to unload trucks at the hall and place items in the exhibitor's booth, return of containers to dock and loading on the outbound carriers. One time Spotting will be included provided the following conditions are strictly adhered to:

1. This form must be completed and returned by the deadline.
2. The Exhibitor or his/her representative is there to supervise the spotting.
3. All machines and equipment must be EQUIPPED appropriately for forklift/crane use.
4. The area within the booth is clearly marked to indicate the machine's position.
5. No rigging, bolting or unbolting, unskidding or attaching to other equipment can be done.
6. You must meet your targeted arrival day, date and time.

<u>MACHINERY</u>	<u>ROUND TRIP RATE PER CWT</u>
6,000 lbs. to 10,000 lbs.	\$48.00 US per cwt
10,001 lbs. to 17,500 lbs.	\$39.00 US per cwt
17,501 lbs. to 25,000 lbs.	\$35.00 US per cwt
25,001 lbs. to 32,500 lbs.	\$31.50 US per cwt
32,501 lbs. to 40,000 lbs.	\$30.00 US per cwt
40,001 lbs. to 50,000 lbs.	\$28.50 US per cwt
50,001 lbs. and over	\$19.50 US per cwt

All off target shipments will be charged an additional 25%

Additional charges for machinery handling may be incurred if:

1. Shipment does not arrive at Marshaling Yard or Show Site before 2 p.m. on your specified target date.
2. Shipment misses its target date AND is handled on overtime.
3. Machines arrive in overseas containers and it is necessary to remove blocking and/or unskid machines before removing from container. Labor, time and equipment charges will apply.
4. Sides and/or top truck have to be removed in order to unload machines. Labor, time and equipment charges will apply.
5. Machines fail to arrive on a specified target date. Unloading may be delayed until all machinery "on target" has been unloaded.
6. Exhibitor chooses to have equipment unloaded or loaded on overtime when straight time is available. The decision to load or unload on overtime will be at the sole discretion of Heritage Exposition.
7. Crates, skids, and large pieces of lumber left in storage and need to be cut up for trash removal. Labor, time and equipment charges will apply.
8. Exhibitor or representative is not present at time of unloading. Machinery will be positioned in the booth without proper placement (spotting). Labor, time and equipment charges will apply.

Machine #1 (rounded up) divided by 100 lbs. = _____ total cwts x \$ _____ = \$US _____
Machine #2 (rounded up) divided by 100 lbs. = _____ total cwts x \$ _____ = \$US _____
Machine #3 (rounded up) divided by 100 lbs. = _____ total cwts x \$ _____ = \$US _____
Machine #4 (rounded up) divided by 100 lbs. = _____ total cwts x \$ _____ = \$US _____
Machine #5 (rounded up) divided by 100 lbs. = _____ total cwts x \$ _____ = \$US _____
TOTAL \$US _____

PLEASE COMPLETE THE ENCLOSED PAYMENT FORM

No credit will be given after close of the event on items or services ordered but not received. Please be sure to read all other material handling/freight service forms in this kit.

NAME OF CONVENTION LONGWALL 2015 BOOTH # _____
FIRM NAME _____ PHONE # _____ FAX # _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit to:
HERITAGE
EXPOSITION SERVICES
620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

FORKLIFT SERVICES
UNCRATING, SKIDDING, POSITIONING
BLOCKING AND RE-SKIDDING OF ALL MACHINERY

**(THIS FORM IS NOT FOR UNLOADING AND RELOADING...
SEE DRAYAGE SERVICES)**

Description of Rigger: Uncrating, skidding, positioning and reskidding of all machinery. A rigging crew consists of a Rigger Foreman and one Rigger. **Rigger Labor does not have to be ordered for the unloading/reloading of freight.**

LABOR RATES PER MAN PER HOUR (one hour minimum per person):

Straight Time	8 a.m. – 4:30 p.m. Monday through Friday	Rigger - \$83.60 US
Overtime	4:30 p.m. - 8 a.m. Monday through Friday	Rigger - \$125.40 US

LIFT CAPACITIES vary based on lift height and/or boom extension. Additional crew, equipment or larger equipment will be used if the supervisor deems it necessary to safely complete the installation and/or dismantling of the job and it will be charged accordingly.

RIGGING MATERIALS such as cables, clamps, shackles, turnbuckles, etc., are additional and will be charged accordingly.

ONE HOUR MINIMUM PER FORKLIFT: with Operator

		Straight Time	Overtime
Forklift with operator	Up to 6,000 lbs. capacity	\$142.50 US	\$213.75 US
Forklift with operator	6,001 lbs. to 10,000 lbs. capacity	\$210.25 US	\$315.37 US
Forklift with operator	10,001 lbs. to 15,000 lbs. lift capacity	\$284.50 US	\$426.75 US
Forklift with operator	15,001 lbs. and over	\$395.25 US	\$592.88 US

Size of Lift Requested: _____

Date/Time of Installation: _____

Date/Time of Dismantle: _____

TOTAL = \$ _____ US

NAME OF CONVENTION **LONGWALL 2015** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(Signature) (Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

PRIORITY RETURN/ ACCESSIBLE STORAGE FORM

All orders must have a credit card authorization form on file.

Priority Empty Container Return

This service provides for the priority return of your empties to your booth after the close of the show. This service must be ordered prior to the removal of your empties. If you would like this service, please fill out the information below and return to Heritage Exposition Services, Inc..

Priority Empty Container Return.....\$100.00 per container

Estimated Number of Pieces.....

**PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE PIECES HAVE BEEN
TAKEN TO STORAGE**

ACCESSIBLE STORAGE

A storage area will be available for exhibitor's samples and literature in the facility. Depending on space available in the facility, these items may be stored on trailers in the loading dock area. Heritage employees will be available to access storage items during show hours, one hour prior to show opening, and one half hour after show closing each day. All materiel in storage on the last day of the show will be returned to their designated booth space at the close of the show. Due to fire regulations and for security purposes, NO LARGE DELIVERIES CAN BE MADE DURING SHOW HOURS. Show management reserves the right to stop deliveries at any time during the show hours, so please schedule deliveries prior to show opening. Storage space may be limited. Orders MUST be received by the deadline date to guarantee storage space. The charge for storage space is as follows:

Accessible Storage Rate: \$100.00 base charge, plus labor charges per delivery (one hour minimum)

Labor Rates:

Straight Time: (one hour minimum per man).....\$89.85

8:00 a.m. - 4:30 p.m. Monday - Friday

Over Time: (one hour minimum per man).....\$134.78

YES, I wish to reserve space for accessible storage, I plan on storing _____ pallets/boxes/crates/cases
(# of pieces) (circle one)

Deliveries

To have items placed in or removed from accessible storage, please notify the Heritage Service Desk.

ALL GOODS STORED WITH HERITAGE ARE STORED AT YOUR OWN RISK. We shall not be liable for any injury, damage, loss, theft, or destruction, including, but not limited to damage from atmospheric conditions or rust, negligence (whether caused by ourselves or by servants, agents, employees or others), failures to act breach of contract, breach of warranty, water condensation, fire, floods, acts of God or any act beyond our sole control. We are not liable for any direct, consequential, or incidental damages nor for loss of profit or loss due to failures to obtain or turnover goods at any particular time or place whatsoever, however such loss may be incurred. We are not liable for or chargeable with any loss of sales, income, resale, commissions, or brokerage, nor for any freight or demurrage.

(Please Print)

NAME OF CONVENTION LONGWALL 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX# _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To Heritage Exposition Services-Retain One Copy For Your File.

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

HERITAGE

Exposition Services

DO NOT DELAY!

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

HERITAGE

Exposition Services

DO NOT DELAY

**ADVANCE SHIPMENT
TO WAREHOUSE**

TO: _____

EXHIBITOR NAME

BOOTH NUMBER: _____

HERITAGE EXPOSITION SERVICES
UPS FREIGHT C/O APA
20 39TH ST.
PITTSBURGH, PA 15201
FOR: LONGWALL 2015

HERITAGE

EXPOSITION SERVICES

IMPORTANT NOTICE REGARDING DIRECT SHIPMENTS

Please be aware that the David L. Lawrence Convention Center does NOT receive exhibitor freight, literature or supplies through the venue package room. The convention center's package room is too small to handle Exhibit Materials and the venue's everyday receiving. All exhibit materials, being shipped directly to show site must be addressed as listed below to insure unloading and delivery to your booth area.

NOTE: Direct shipments will only be received beginning at 8:00 a.m., Friday, June 12th, 2015. Any materials sent to the venue prior to this date may be returned to sender and/or may be turned over to Heritage Exposition Services and will be billed according to the Show's Shipping & Receiving Rates, and will be subject to venue assessed fees.

EXHIBITOR COMPANY NAME _____

BOOTH NUMBER _____

**C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222**

FOR: LONGWALL 2015

All shipments should be accompanied with a Bill of Lading or Packing List indicating the total weight of shipment and piece count.

See the enclosed Shipping Information/Material Handling Order Form for detailed service descriptions, rates and limits of liability.

**WE APPRECIATE YOUR COOPERATION.
HERITAGE EXPOSITION SERVICES**



Toll Free: 1 (800) 360-4323 • Fax: 1 (314) 533-0906 • exhibitorservices@heritageexpo.com
www.heritageexpo.com

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
FRIDAY, JUNE 12, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION
CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
FRIDAY, JUNE 12, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION
CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
FRIDAY, JUNE 12, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION
CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

HERITAGE
Exposition Services

**DO NOT DELAY
DIRECT SHIPMENT TO
SHOW SITE**

**MUST NOT ARRIVE BEFORE
FRIDAY, JUNE 12, 2015**

TO: _____
EXHIBITOR NAME

BOOTH NUMBER: _____

C/O HERITAGE EXPOSITION SERVICES
DAVID L. LAWRENCE CONVENTION
CENTER
1000 FORT DUQUESNE BLVD.
PITTSBURGH, PA 15222
FOR: LONGWALL 2015

HES Logistics is a convenient one stop shipping resource for all your exposition transportation needs...

Inbound Shipment Solutions

- Our trade show specialists will work with you to provide the right solution for moving your exhibit to and from the event, including continuous monitoring of shipment progress.
- Utilization of our advance warehouse facilities ensures a streamlined shipping process as well as priority delivery and tracking to the show floor.
- Shipping costs are quoted in advance. Due to our shipping volume, HES Logistics is able to offer competitive pricing, regardless of the size of your shipment.

- **Competitive round trip/one way pricing. "Priority Empty" return treatment of exhibit empties. LTL, air & expedited services.**

- **Continuous tracking & monitoring of inbound and outbound shipment progress.**

- **Single source invoicing.**

- **Call 1-866-493-1675**



Outbound Shipment Solutions

- All HES Logistics freight is given "Priority Empty" service. At the service desk you will be provided your priority empty return labels and your freight will be delivered first once the show breaks.
- HES Logistics on-site representatives will assist you in selecting the right shipment option for your freight and packages after the show.
- Coordinated pickups and on-site personnel at the show allow you to expedite the dismantle process and allow you to get off the show floor sooner.
- Single source invoicing will include all show charges to avoid unnecessary paperwork and streamline your payment process.

Exhibit Transportation Order/Estimate Form



SHOW NAME: _____

SHOW LOCATION: _____

PLEASE ARRANGE TRANSPORTATION FOR MY EXHIBIT MATERIALS ☐

PICK UP INFORMATION

COMPANY NAME _____ BOOTH NUMBER _____

STREET ADDRESS _____ SUITE/FL. NO. _____

CITY _____ STATE _____ ZIP _____

PICK UP DATE _____ OFFICE HOURS _____

DOCK ACCESS ☐ YES ☐ NO

RESIDENTIAL ☐ YES ☐ NO

NO. OF PIECES	DESCRIPTION	DIMENSIONS	GROSS WEIGHT
---------------	-------------	------------	--------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

FOR DIMENSIONS PLEASE PROVIDE L x W x H

INSURANCE (Optional): ☐ YES ☐ NO Declared Value: _____

CONTACT INFORMATION

CONTACT NAME _____

TELEPHONE _____ FAX _____

EMAIL ADDRESS _____

PLEASE FAX OR EMAIL TO:

PHONE: 1-708-361-3722 exhibitfreight@heslogistics.com Fax: 1-708-361-3866

COMPLETE ALL SHADED AREAS . . . SEE BACK OF PART 1

STRAIGHT BILL OF LADING - SHORT FORM - ORIGINAL - Not Negotiable

RECEIVED, subject to the classifications and tariffs in effect on the date of the issue of this Bill of Lading.

the property described below, in apparent good order, except as noted (contents and condition of contents of package unknown, marked, consigned, and destined as indicated below, which said carrier (the word carrier being understood throughout this contract as meaning any person or corporation in possession of the property under the contract) agrees to carry to its usual place of delivery at said destination, and as to each party at any time interested in all or any of said property, that every service to be performed hereunder shall be subject to all the terms and conditions of the Uniform Domestic Freight Bill of Lading set forth (1) in Official, Southern, Western, and Illinois Freight Classifications in effect on the date hereof. If this is a rail or a rail-water shipment, or (2) in the applicable motor carrier classification or tariff if this is a motor carrier shipment. Shipper hereby certifies that he is familiar with all the terms and conditions of the said bill of lading, including those on the back thereof, set forth in the classifications or tariff which governs the transportation of this shipment, and the said terms and conditions are hereby agreed to by the shipper and accepted for himself and his assigns.

From YOUR COMPANY NAME ►		BOOTH NUMBER	
AT FACILITY ► /CITY ► /STATE ►		CONVENTION	
CONSIGNEE TO CO. NAME ►		DATE	
STREET ►		TRAILER NO.	
CITY/STATE/ZIP CODE ►		SHIPPERS NUMBER	
ATTENTION ► TELEPHONE ►		FREIGHT CHARGES ARE TO BE "MARK ONE" PREPAID COLLECT	
Indicate desired method of shipment : <input type="checkbox"/> Common Carrier <input type="checkbox"/> Air Freight <input type="checkbox"/> Van Lines <input type="checkbox"/> Company Truck <input type="checkbox"/> Overnite Carrier <input type="checkbox"/> Customer Pick up			
CARRIER REQUESTED HES Logistics		CARRIER USED	
Desired Arrival Date			
Number Pieces	KIND OF PACKAGE, DESCRIPTION OF ARTICLES, SPECIAL MARKS, AND EXCEPTIONS	*Weight (Sub. to Cor.)	Class or Rate
	Crates Exhibition Paraphernalia (Item 154630-NMFC)		Check Column
	Cartons		
	Cases / Trunks		
	Skids		
	Carpets		
← TOTAL PIECES VALUE: _____		→ TOTAL WEIGHT →	
SEND FREIGHT CHARGES TO: Company Name HES Logistics, Inc. Street 620 Shenandoah Ave. City, State St. Louis, MO 63104 Attn: Telephone 1-866-493-1675		INSTRUCTIONS RETURN COMPLETE BILL OF LADING TO SERVICE DESK. HERITAGE EXPOSITION SERVICE IS NOT RESPONSIBLE FOR SHIPMENTS LEFT IN BOOTH BY EXHIBITOR. WE WILL COUNT AND SHIP PIECES AS WE FIND SHIPMENT WHEN WE REMOVE FROM EXHIBIT HALL. EXHIBITORS MUST INSURE THEMSELVES AGAINST LOSS OR THEFT.	

IF CONSIGNED TO ADDRESS AND BILL TO ADDRESS ARE THE SAME, FREIGHT WILL BE SENT COLLECT (CHARGES TO BE PAID BY CONSIGNEE) UNLESS PRIOR ARRANGEMENTS ARE MADE DIRECTLY WITH FREIGHT CARRIER

Day: _____ Date: _____ Time: _____

X
SIGNATURE OF SHIPPER

PRINT

X

SIGNATURE OF CARRIER OR AGENT

ORIGINAL

1

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

IMPORTANT INFORMATION REGARDING OUTBOUND SHIPMENTS

To ensure that your outbound shipment is handled according to your instructions, please be advised of the following:

- **CONTACT YOUR CARRIER TO SCHEDULE PICK UP OF YOUR SHIPMENT.** You must call your carrier, unless you are using the show recommended carrier. Carriers, including FED EX and UPS, will not pick up your shipment unless you have made arrangements with them. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted to Heritage's show carrier.
- **PACK AND LABEL YOUR MATERIALS.** Banding, shrink wrap and shipping labels are available at the Heritage Service Desk.
- **COMPLETE AND TURN IN A HERITAGE BILL OF LADING FOR EACH OUTBOUND SHIPMENT.** Bill of lading may be obtained from the Heritage Service Desk. Complete a bill of lading for each shipment/destination. Turn in all completed bill of lading to the Heritage Service Desk once your shipments are ready to be loaded out.
- For your convenience, show recommended carriers are available to handle outbound transportation.

Thank you and we hope you have a great show!

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

UNION JURISDICTION RULES

Since Work Rules and Union Jurisdictions vary from city to city, we apprise you of the following statements to help you in understanding the Union Requirements in the facility.

DECORATOR & CARPENTER JURISDICTION

It is necessary for all exhibitors to use qualified union personnel for the installation and dismantling of prefabricated exhibits and displays and to install and remove draperies and floor covering. The handling, placing or setting out of merchandise that is to be displayed does not require union labor and may be done by the exhibitor. In addition, the installation or dismantling of an exhibit which does not require the use of hand tools, or more than one person, and can be accomplished within thirty minutes, may be performed by the owner or company representative. Your labor requirements can be ordered on the enclosed Exhibit Labor Order Form.

TEAMSTER JURISDICTION

Our Material Handling Department is responsible for maintaining in and out traffic schedules at the show site. Even local exhibitors should clear all movements of exhibit materials through this department, as we will have priority at the unloading area at all times. Union jurisdiction allows individually hand carried items only and will not permit exhibitors use of dollies, hand trucks or pushcarts. Material Handling Services may be ordered in advance by completing and returning the enclosed Shipping Information and Service Order Form or by ordering on site at the Heritage Service Desk.

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBITOR APPOINTED CONTRACTOR THIRD PARTY AUTHORIZATION

EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a firm who is not the official service contractor as designated by Show Management, please complete this form and return to the address above.

NOTE: If you require material handling, sign hanging or exhibit labor, Heritage requires a completed credit card authorization form on file in order to provide these services.

EXHIBITOR APPOINTED CONTRACTOR

ADDRESS

CONTACT PERSON

PHONE

Inform your Exhibitor Appointed Contractor that they must send a copy of a General Liability Insurance Certificate no later than 30 days prior to show date or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to assure that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

THIRD PARTY AUTHORIZATION

FOR USE OF AN EXHIBITOR APPOINTED CONTRACTOR: We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert to the exhibiting company. The items checked below are to be invoiced to the third party:

- ☐ ALL SERVICES
☐ BOOTH CLEANING
☐ I & D LABOR
☐ MATERIAL HANDLING/IN & OUT
☐ RENTAL FURNITURE & CARPET
☐ SIGNS
☐ OTHER (Please specify)

THIRD PARTY AGENT:

CREDIT CARD ACCOUNT NO. _____

EXPIRATION DATE ____/____ VERIFICATION CODE ____/____/____

☐ PERSONAL CREDIT CARD ☐ COMPANY CREDIT CARD

CARDHOLDER'S NAME _____

AUTHORIZED SIGNATURE _____

PRINT NAME _____

COMPANY NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

We have read, understand and agree to all terms as described *above* and have advised our show site representative accordingly.

Exhibitor Signature: _____ **Print Name:** _____ **Date:** _____

(Please Print)

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PP/TPA

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

EXHIBIT LABOR ORDER FORM

DISPLAY LABOR FOR INSTALLATION & DISMANTLE OF EXHIBITS

The enclosed credit card authorization form must be completed and returned when ordering Exhibit Labor.
For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

RATES:

STRAIGHT TIME (One hour minimum per man).....\$89.85 PER HOUR

8:00 A.M. to 4:30 P.M. Monday through Friday

OVERTIME (One hour minimum per man)..... \$134.78 PER HOUR

After 4:30 P.M. to 8:00 A.M. Monday – Friday and all hours on Saturday and Sunday

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 a.m. The minimum charge for one hour per man will apply and time will commence in accordance with exhibitor's request. Failure to call for labor at requested time will result in a one hour charge per man requested unless 48 hour advance notice is provided. Individual workmen's interpretations of plans diagrams, photos, and their speed of installation and dismantling cannot be guaranteed to conform to your estimate or past experience.

INSTALLATION

☐ ERECT EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the installation of your exhibit, however, specific instruction, blueprints, etc., should be provided to facilitate an economical, correct installation. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ FURNISH LABOR TO ERECT EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to erect exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

DISMANTLE

☐ DISMANTLE EXHIBIT UNDER HERITAGE SUPERVISION

Heritage will supervise the dismantling of your exhibit, when crates are returned. Make sure complete outbound shipping information has been given to the freight service desk. A supervision charge of 30%, minimum charge \$45.00, will be added to your labor invoice.

No of men _____ Estimated hours each man _____ Total hrs _____ X rate ST/OT _____ + 30% _____ = _____

Please complete the reverse side of this form

☐ FURNISH LABOR TO DISMANTLE EXHIBIT UNDER EXHIBITOR'S SUPERVISION

Have _____ (No.) of men available as close as possible to _____ (A.M.-P.M.) on _____ (Day) _____ (Date) to dismantle exhibit under exhibitor's supervision. Exhibitor must check in at service desk to obtain labor.

No. of men _____ Estimated hrs each man _____ Total hrs _____ X rate ST/OT _____ = _____

ESTIMATED TOTAL _____

NAME OF CONVENTION LONGWALL 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

Mail This Form Promptly To The Address Above-Retain One Copy For Your File
(CONTINUED ON NEXT PAGE)

424099.HIS

COMPANY NAME _____
BOOTH # _____

PLEASE COMPLETE THE FOLLOWING INFORMATION IF YOUR DISPLAY IS TO BE SET-UP AND/OR DISMANTLED BY HERITAGE I&D AND YOU WILL NOT BE PRESENT TO SUPERVISE THE INSTALLATION AND/OR DISMANTLE.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____
Shipped to: Warehouse _____ Show Site _____ From: City/State _____ Date _____
Total No. of: Crates _____ Cartons _____ Fiber Cases _____ Other (Specify) _____

SET-UP INFORMATION

Set up Plan/Photo: Attached _____ To Be Sent With Exhibit _____ In Crate No. _____
Carpet: With Exhibit _____ Rented From Heritage _____ Color _____ Size _____
Electrical Placement: Drawing Attached _____ Drawing With Exhibit _____ Electrical Under Carpet _____
Comments: _____

Graphics: With Exhibit _____ Shipped Separately _____
Comments: _____

Special Tools/Hardware Required: _____

OUTBOUND SHIPPING INFORMATION:

Ship To: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)
Carrier:(If Known) _____
Freight Charges: ☐ Prepaid ☐ Bill To: _____
☐ Collect _____

Please note: Heritage will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel, nor for concealed damage which may occur during shipping.

SPECIAL INSTRUCTIONS/COMMENTS:

PLEASE PROVIDE AN EMERGENCY CONTACT:

Name _____ Phone No. _____

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

Vehicle Spotting Form

All orders MUST have a credit card authorization form on file.

VEHICLE SPOTTING FEE

Direct Deliveries Only

Heritage Exposition Services will provide labor to direct mobile motorized vehicles and transports to and from booth areas. Exhibitors must check in at the Heritage Service Desk.

Advance Rate

\$95.00 per piece / per trip

Floor Rate

\$125.00 per piece / per trip

Total # of pieces _____

Estimated Time of Arrival _____

To receive the above service, the following must be completed and forwarded to Heritage Exposition Services along with the Credit Card Authorization/ Payment Policies Form.

Arrival Date: _____ **Time:** _____

Dimension of Largest Piece: L _____ x W _____ x H _____

NAME OF CONVENTION **LONGWALL 2015** _____ BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____

(Signature)

(Please Print)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

CC-REC

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

SIGN & BANNER HANGING ORDER FORM

The enclosed Credit Card Authorization form must be completed and returned when ordering Sign & Banner Hanging. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

INSTRUCTIONS & CONDITIONS

1. All hanging signs, in accordance with your show contract, must be approved in advance by Show Management for design, copy and placement in the display area.
2. All signs must be hung by Heritage Exposition Services - the official service contractor. According to the rules and regulations of the facility no other firm will be allowed to bring high-lift or boom equipment onto the show floor during the installation or dismantle of the show.
3. All signs must have rigging points, except for cloth banners, which must have grommets or pockets.
4. Electrical signs must be in good working order and conform to the National Electric Code. Complete the Electrical Services request form for power requirements.
5. All signs suspended from the ceiling of the facility must be in Heritage Exposition Services possession on the first day of contractor's move-in. All signs must be marked appropriately, and either shipped to HES warehouse or shipped directly to the facility in the back of your truck to allow immediate access. Exhibitor is responsible for arrangements of collecting signage at the close of the show.
6. If assembly is required, set-up instructions must be sent along with Exhibit Labor Order Form enclosed. One (1) hour minimum applies. Heritage Exposition Services will be responsible for preassembly of all signs.
7. If you require this service, return this form at least 10 days prior to show opening, attaching sketch or printed illustration.
8. Heritage Exposition Services is not responsible for, liable for, and will not hang any signage constructed in a manner it deems unsafe. Exhibitor holds harmless and waives all claims against Heritage Exposition Services and the exposition facility concerning all overhead signage.

RATES: (Hourly)

Boom/Lift and 3 man rigging crew

Additional rigger

STRAIGHT TIME

467.65

118.85

OVERTIME

701.48

178.28

One Hour Minimum Charge Installation, One Hour Minimum Charge Dismantle. All labor before 8:00 a.m. and after 4:30 p.m. weekdays and all hours on Saturday, Sundays and holidays will be charged overtime rate. Additional sign hangers will be utilized as required for safety.

ESTIMATED CHARGES: Estimated number of hours _____ x hourly rate _____ = \$ _____

Sign Type: Metal _____ Wood _____ Cloth Banner _____ Other _____ Please explain: _____
Sign Shape: Rectangle _____ Square _____ Circle _____ Triangle _____ Please explain: _____
Size: Height _____ Width _____ Length _____ Weight _____
Electrical Required: Yes _____ No _____ (Complete Electrical Service Form) Assembly required: Yes _____ No _____
Feet from: Left _____ Right _____ Rear _____ Number of feet from floor to bottom of sign: _____
Supervision: Install with HES Supervision _____ Exhibitor Supervision _____ Arrival Date and Time: _____
Name of Exhibitor Supervisor _____

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____ NAME _____ DATE _____
(SIGNATURE) (PLEASE PRINT)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File

SBH-S

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

STRUCTURAL INTEGRITY FORM FOR HANGING STRUCTURES

STRUCTURAL INTEGRITY INFORMATION

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at
LONGWALL USA and (if applicable), the display house or builder for the
aforementioned exhibitor, do hereby certify and guarantee that the stress points
for the hanging structure have been properly engineered and tested. We further
certify that the structure can be hung safely and has been constructed to meet
all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless LONGWALL USA,
DAVID L. LAWRENCE CONVENTION CENTER, HERITAGE EXPOSITION
SERVICES AND MINING MEDIA INC. and their subsidiaries, directors, officers,
employees, representatives, agents and contractors from and against any and
all liability, claims, damage, loss, fines , or penalties arising from the installation,
use or dismantling of this structure. All hang points supporting in excess of two
hundred (200) pounds may be verified (metered) on site at exhibitor's expense.

Exhibiting Company:

Booth #:

Authorized Signature:

Printed Name:

Date:

Email:

Display House/Builder (if applicable)

Authorized Signature:

Printed Name:

Date:

Please complete and return this form to the address/fax listed at the top of this form

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104
Phone 314/534-8500 • Fax 314/533-0906

SIGN SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

STANDARD SIZE SIGNS

QTY	DISCOUNT PRICE	STANDARD PRICE	TOTAL
7"X11" ____@	41.25	53.65 = \$ ____	
7"X44" ____@	48.75	63.40 = \$ ____	
11"X14" ____@	48.75	63.40 = \$ ____	
14"X22" ____@	56.25	73.15 = \$ ____	
14"X44" ____@	66.75	86.80 = \$ ____	
22"X28" ____@	66.75	86.80 = \$ ____	
28"X44" ____@	90.00	117.00 = \$ ____	
40"X60" ____@	139.50	181.35 = \$ ____	
Easel			
Back ____@	7.50	9.75 = \$ ____	
Sentra ____x____@	16.50 sq.ft. 24.75 sq. ft =	\$ ____	

DIGITAL GRAPHICS

Heritage has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities include four-color, photo-quality, high resolution digital printing in virtually any size for banners, signage, exhibit graphics and more.

____ L X ____ W = sq. ft.
sq. ft. ____ x \$12.75 = \$ ____

- **\$12.75 per sq. ft. (standard price \$16.55)**
- **Minimum order 9 sq. ft. (1296 sq. in.)**
- **Double sq. ft. for double-sided graphics**
- **Round sq. ft. to next whole increment**
- **File conversion, retouching, cloning or color correcting may incur additional labor charges**

Any art designs are inclusive of the above prices. Please send any **high quality files** sized appropriately or able to be proportionately enlarged with the **fonts embedded or outlined**. If text is to be edited by Heritage then please send the font files as well. Preferred files are high resolution PDF's.

INDICATE YOUR SIGN COPY HERE

*Please feel free to attach additional sign copy on separate page.

Vertical ☐ Horizontal ☐ Easel Back ☐
Color of Background _____
Color of Lettering _____

Note: File conversion, retouching, cloning or color correcting may incur additional labor charges.

SETUP/COMPUTER LABOR

Straight Time - \$88.00 Overtime - \$156.00
Double Time - \$176.00

7% TAX _____
TOTAL _____

(PLEASE PRINT)

NAME OF CONVENTION **LONGWALL 2015** BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(SIGNATURE)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your File.

SS-H

Remit To:

HERITAGE

EXPOSITION SERVICES

620 Shenandoah Ave. • St. Louis, MO 63104

Phone 314/534-8500 • Fax 314/533-0906

PLANT RENTAL SERVICE ORDER FORM

Discount prices only apply to orders received with full payment by the discount deadline date listed on the general information page. All charges for equipment and/or services are payable in advance or when placing order at show site. Orders will not be processed without payment. For your convenience, MasterCard, American Express, Visa and Discover will be accepted.

PLANT RENTALS

QUANTITY	DESCRIPTION	TYPE PREFERRED	DISCOUNT RATE	STANDARD RATE	AMOUNT
	2' – 3' GREEN PLANTS		74.00	96.20	
	4' – 5' GREEN PLANTS		104.00	135.20	
	6' – 7' GREEN PLANTS		155.00	201.05	
	8' – 9' GREEN PLANTS		204.00	265.20	
	HANGING PLANTS		72.00	93.60	
	HANGING FERNS		60.00	78.00	

PLANTS AND FLORAL FOR PURCHASE

	*FLOWERING MUM PLANT		62.00	80.60	
	CUT FLORAL ARRANGEMENT – SMALL		82.00	106.60	
	CUT FLORAL ARRANGEMENT – LARGE		134.00	174.20	
	FLORAL BOUTONNIERE		40.00	52.00	
	FLORAL CORSAGE		40.00	52.00	

All prices include delivery, maintenance, and pick up.
Rental plants not in booth at close of show will be charged at twice the rental price.

7% Sales Tax _____

TOTAL _____

For special arrangements call 314/534-8500

*COLOR DESIRED: ☐ YELLOW ☐ WHITE ☐ PURPLE ☐ RUST

NAME OF CONVENTION LONGWALL 2015 BOOTH # _____

FIRM NAME _____ PHONE # _____ FAX # _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

BY _____ EMAIL _____

NAME _____ DATE _____

(Signature)

Please Fax or Mail This Form Promptly To The Address Above-Retain One Copy For Your Files

PR-S

2015 REQUEST FOR ELECTRICAL SERVICES

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Electrical Service (Electrical outlets approximately 120/208 A.C. 60 Cycle)	Connection Type	Quantity	*Advance Rate	Standard Rate	Total
Up to 20 AMPS (120 Volts) - Triple Outlet	Extension Cord		\$128.50	\$155.00	\$
Up to 30 AMPS (208 Volts, Single Phase)	Receptacle or disconnect		\$269.00	\$344.00	\$
Up to 60 AMPS (208 Volts, Single Phase)	Disconnect		\$482.00	\$642.50	\$
Up to 100 AMPS (208 Volts, Single Phase)	Disconnect		\$634.50	\$810.00	\$
Up to 30 AMPS (208 Volts, Three Phase)	Receptacle or disconnect		\$497.50	\$678.00	\$
Up to 60 AMPS (208 Volts, Three Phase)	Disconnect		\$898.00	\$1,216.00	\$
Up to 100 AMPS (208 Volts, Three Phase)	Disconnect		\$1,258.50	\$1,677.00	\$
Up to 30 AMPS (480 Volts, Three Phase)	Disconnect		\$1,040.50	\$1,196.00	\$
Up to 60 AMPS (480 Volts, Three Phase)	Disconnect		\$1,300.00	\$1,494.00	\$
Up to 100 AMPS (480 Volts, Three Phase)	Disconnect		\$1,842.00	\$2,118.50	\$
Over 100 AMPS (480 Volts, Three Phase)	Disconnect		\$2,202.50	\$2,533.00	\$
				Services Total	\$ 0.00
<input type="checkbox"/> 24 hour power required, add 50% to Service Total				+ 50%	\$
				Subtotal	\$ 0.00
				Tax (7%)	\$ 0.00
				Total	\$ 0.00

Electrical Labor (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
Straight time: M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 78.00	\$ 0.00
Overtime: Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 112.50	\$ 0.00
Premium time: Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 144.00	\$ 0.00
<i>Note: Taxes are not required for labor electric services.</i>			Total	\$ 0.00

Additional Services	Quantity	*Advance Rate	Standard Rate	Total
<i>Cable Service:</i>				
• Digital service with digital converter box		\$ 350.00	\$ 350.00	\$
<i>Electrical Equipment:</i>				
• Extension Cord: 3 wire, multi plug, does not include power		\$ 35.00	\$ 39.00	\$
• Clip on Spotlight: 100 watt, includes installation and labor		\$ 91.50	\$ 91.50	\$
				Subtotal
				\$ 0.00
				Tax (7%)
				\$ 0.00
				Total
				\$ 0.00

Total for all Electrical Services: \$ 0.00

2015 REQUEST FOR ELECTRICAL SERVICES [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

TERMS AND CONDITIONS

1. Advance order payment guarantees discounted rate.
2. Payment in full must be rendered prior to delivery of service.
3. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
4. Change of orders after installation may be subject to labor charges. Minimum of 1/2 hour.
5. All material and equipment furnished by DLCC for the service shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
6. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment or special wiring. Request for special services such as placing cords or relocating service(s) will be subject to additional labor charges.
7. Service outlet size will be determined by the volume required.
8. Walls, columns, and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
9. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
10. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
11. Under no circumstance should anyone other than a DLCC technician make service connections.
12. All equipment must be properly tagged and wired with completed information as to type of current, voltage, phase, cycle, horsepower, etc. All equipment using water must have an inlet and outlet properly tagged.
13. Electrical service for lights and displays will be turned on one (1) hour prior to show opening and turned off at show closing each day. If needed, please order 24 hour electrical service on front of page.
14. All exhibitors' cords must be of the 3 wire grounded type and comply with Federal, State, Local Safety and Electric Codes. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded.
15. Unless otherwise noted, DLCC electricians are authorized to cut floor coverings to permit installation of service.
16. For 24-hour power service, add an additional 50% to electrical service charge.
17. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
18. A receipt for services is available upon request.
19. Utility will be installed at the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card #: CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com



Authorized Signature Accepting Terms and Conditions:

1. Shared Internet Services – Routers Prohibited		QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service			\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service			\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service			\$199	\$299	\$358	
d. Basic Internet Service			\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported						
a. Dedicated 3Mbps			\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps			\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps			\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses			\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.						
3. Internet Equipment & Labor						
a. Switch Rental – up to 24 ports			\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e			\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour			\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included						
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD			\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line			\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument			\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)						
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)						
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.						
			SUBTOTAL			
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com			ESTIMATED 10% TAX / FEES			
			GRAND TOTAL			
Effective January 1, 2015 – December 31, 2015			Customer No: 2015 - 028 -			

Network Security Declaration

Center: **D L L C C (0 2 8) - P i t t s b u r g h**

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: **2015 - 028 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____

Total # of Devices
Connecting to Smart
City's Network: _____

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature _____

Date _____

Printed Name _____

Title _____

Wireless Performance Declaration

Center: D L L C C (0 2 8) - P i t t s b u r g h

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2015 - 028 -

Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

Email: _____

Contact Phone #: _____



Floor Plan – Communications Cable

Center: D L L C C (0 2 8) - P i t t s b u r g h

Show: _____

Company Name: _____

Booth / Room #: _____

Customer / Ref #: 2 0 1 5 - 0 2 8 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle#											
Adjacent Booth or Aisle#													
		Adjacent Booth or Aisle#											

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.

Floor Plan – Communications Cable

Center: DLLCC (028) - Pittsburgh

Show: ABC EXAMPLE SHOW

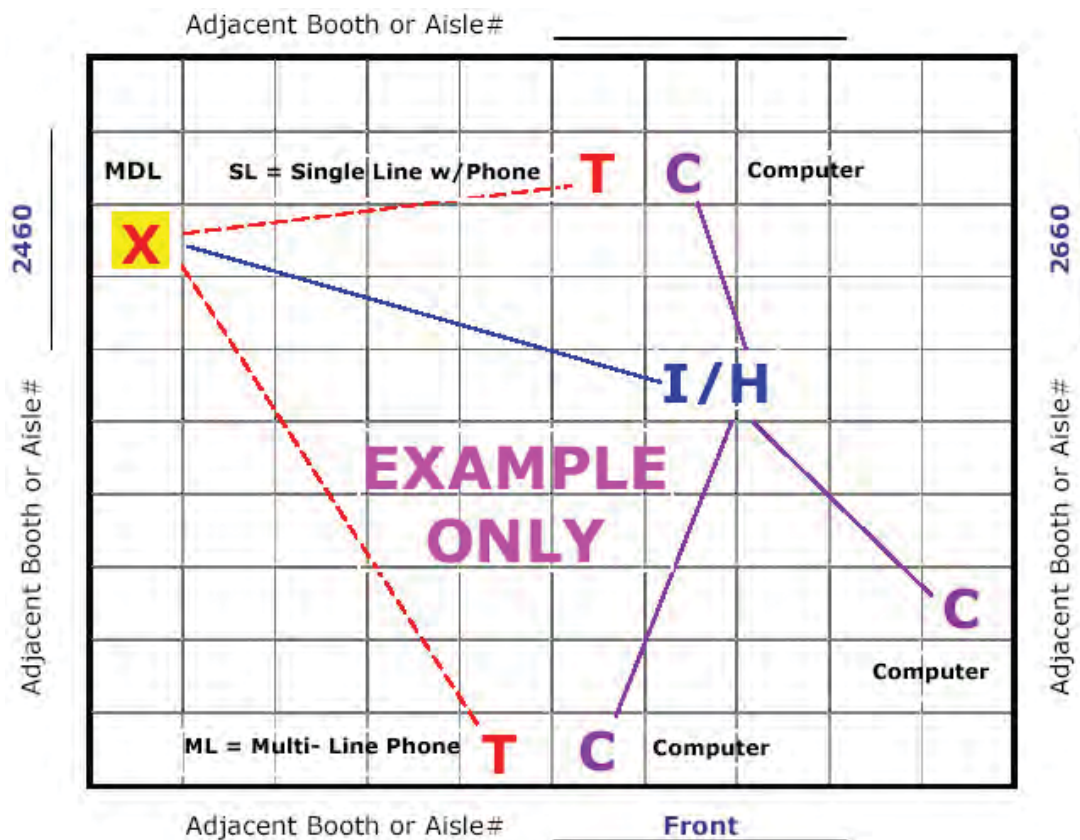
Company Name: ABC EXAMPLE COMPANY

Booth / Room #: 1 2 3 4

Customer / Ref #: 2015 - 028 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

2015 REQUEST FOR PLUMBING & COMPRESSED AIR

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

PLUMBING & COMPRESSED AIR:

Type of Service	Quantity	*Advance Rate	Standard Rate	Total
<i>Plumbing:</i>				
• Cold Water Potable (single outlet 3/4" female threaded connection)		\$218.50	\$269.00	\$
• Fill and Drain per 500 gallons		\$131.00	\$157.00	\$
• Drain Line Service Outlet, 1 1/2" max. size		\$172.50	\$219.50	\$
<i>Compressed Air:</i>				
• 3/4" female threaded connection - 85 PSI max		\$320.00	\$406.00	\$
• Number of connections (One connection included, labor charges will apply for additional connections)				
			Total	\$ 0

*Utility will be installed to the back of the booth and/or in the most convenient manner.
If installation is required in an exact location (other than the most convenient) or a special
connection is required, a labor charge will apply. Please include a floor plan with your order
for exact placement of utility.*

LABOR

Plumbing or Compressed Air: (1/2 hour minimum)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM – 4:30 PM (Except Holidays)			\$68.00	\$ 0
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$97.00	\$ 0
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$118.50	\$ 0
			Total	\$ 0

Attach floor plan for specific installation

Total for all Plumbing & Compressed Air Services: \$ 0.00

2015 REQUEST FOR PLUMBING & COMPRESSED AIR [CONTINUED]



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. Change of orders after installation may be subject to plumbing labor charges. Minimum of 1/2 hour.
4. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
5. Rates quoted for all connections cover the delivery of service to the booth/space in the most convenient manner and do not include connecting equipment. Request for special services such as placing hoses or relocating service(s) will be subject to additional labor charges.
6. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
7. All equipment to be connected by the DLCC technicians must comply with federal, state, and local safety codes.
8. Utility will be installed at the back of the booth and/or in the most convenient manner. If installation is required in an exact location (other than the most convenient) or a special connection is required, a labor charge will apply. Please include a floor plan with your order for exact placement of utility.
9. Under no circumstance should anyone other than a DLCC technician make service connections.
10. All equipment using water must have an inlet and outlet properly tagged.
11. If compressed air and water are critical, DLCC recommends the exhibitor arrange to have a pressure regulator valve installed. Please also note that water and compressed air are limited to certain areas of the facility. No guarantee can be made of minimum and maximum pressure.
12. DLCC will not be responsible for water in compressed air lines or equipment.
13. The DLCC is not responsible for equipment that is not powered down correctly at end of day.
14. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.

Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card #: CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

** In order to receive the ADVANCE rate, the order form with payment (US Dollars) must be received 15 days prior to first exhibitor move-in day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

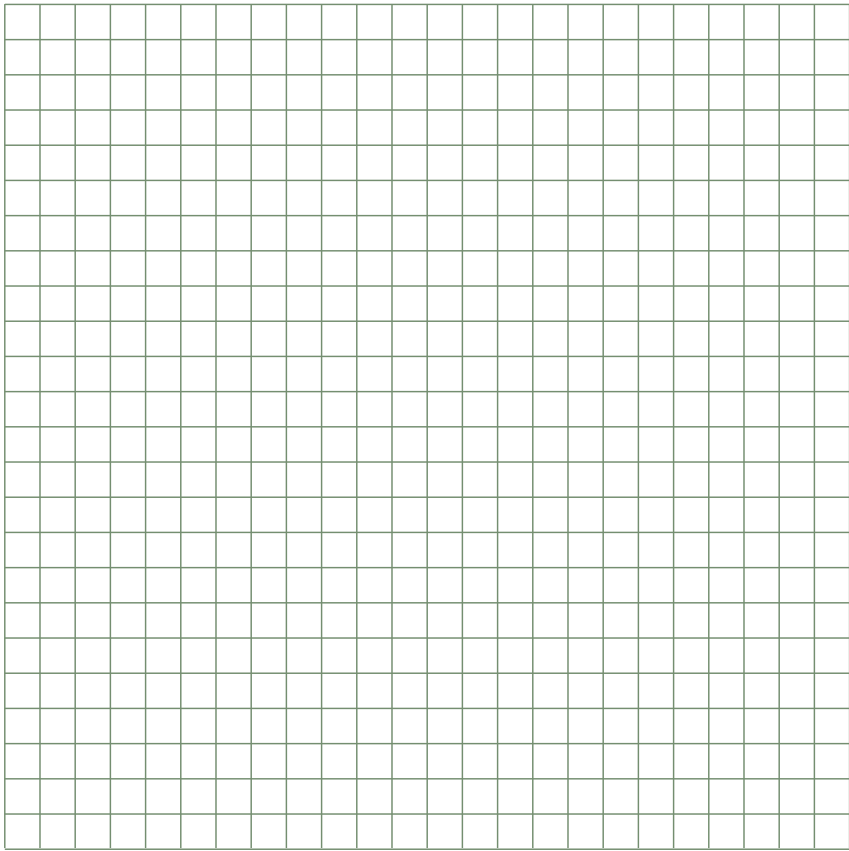


David L. Lawrence Convention Center

2015 UTILITIES LOCATION GRID

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Adjacent Booth or Aisle #: _____		
Adjacent Booth or Aisle #: _____		Adjacent Booth or Aisle #: _____
Adjacent Booth or Aisle #: _____		

SIZE/BOOTH DIMENSIONS:

(i.e. 10 x 10) _____

SCALE:

1 box is equal to _____ ft.

PLEASE NOTE

For a proper drop location, please mark the booth or aisle # surrounding your booth. A minimum of one surrounding booth or aisle # must be listed in order to properly install utilities. The location is identified with the indication of an X.

If the electrical location has to be moved, additional labor charges will apply.

2015 REQUEST FOR STEEL PLATES

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

STEEL PLATES

- Floor load capacities for Exhibit Halls ABCDE are 350 lbs per square foot, live load. Compliance will be strictly enforced. If you need assistance in determining if steel plates are required, please call our Exhibitor Services Department.
- Exhibitors must supply schematic for equipment including overall dimensions, weight, number & size/location of floor point contacts, and operating status of equipment during the event.
- Labor for the initial spotting of plates is included in the installation rate. If any movement or repositioning of plates is required, labor charges will apply.

Date of initial installation	Plate Size	Quantity	Rate	Total
	4' x 8' x 1"		\$ 275.00	\$ 0.00
			Tax (7%)	\$ 0.00
			Total	\$ 0.00

Labor Type (1/2 hour min.)	Date Needed	# of Hours	Rate per hour	Total
<i>Straight time:</i> M – F 8:00 AM – 4:30 PM (Except Holidays)			\$ 57.00	\$ 0.00
<i>Overtime:</i> Sat. 8:00 AM – 4:30 PM, M – F 4:30 PM – 8:00 AM			\$ 77.50	\$ 0.00
<i>Premium time:</i> Sat. 4:30 PM – 11:59 PM, Sunday and Holidays			\$ 89.00	\$ 0.00
<i>* Taxes are not required for labor services</i>			Total	\$ 0.00

Total for all Steel Plate Services: \$ 0.00

TERMS AND CONDITIONS

1. Payment in full must be rendered prior to delivery of service.
2. Credit will not be given for service installed, but not used. If service is cancelled prior to installation, a 50% cancellation fee applies.
3. All material and equipment furnished by DLCC for the service order shall remain the property of DLCC and shall be removed only by the DLCC staff at the close of the show.
4. Claims will not be considered unless filed by the exhibitor prior to the close of the show.
5. A receipt for services is available upon request.

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☒ Visa ☒ MasterCard ☒ American Express ☒ Discover ☒ Check

Card #: CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

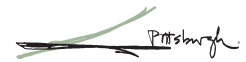
PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2015 REQUEST FOR CUSTOM CLEANING SERVICES



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

Type of Service	Booth Area in Square Footage	*Advance Rate	Standard Rate	Daily Vacuum Cost (Sq. Footage x Rate)
Daily Vacuum		\$ 0.25 / sq. ft.	\$ 0.30 / sq. ft.	\$
Service needed (check box): <input type="checkbox"/> Prior to show opening <input type="checkbox"/> Day 2 <input type="checkbox"/> Day 3 <input type="checkbox"/> Day 4 <input type="checkbox"/> Day 5				
Total Days Needed				0
Subtotal				\$ 0.00
Tax (7%)				\$ 0.00
Total (Total Days x Daily Vacuum Cost + 7%)				\$ 0

Periodic Porter Service	Dates Service Needed	Begin Service AM /PM	End Service AM /PM	Total Hrs.	Rate	Total
Removal of trash and boxes from the booth area every 20 minutes within the time requested. (2 hour minimum)				0	\$51.00 / hr	\$ 0.00
					\$51.00 / hr	\$ 0.00
					\$51.00 / hr	\$ 0.00
					\$51.00 / hr	\$ 0.00
<i>Note: This service is an additional trash removal service. Normal daily trash removal is completed at the end of the show day. Trash should be place in front of booth.</i>					Subtotal	\$ 0.00
					Tax (7%)	\$ 0.00
					Total	\$ 0

Total for all Custom Cleaning Services: \$ 0.00

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card #: _____ CVV#: _____ Exp. Date: _____

Print Name: _____

Authorized Signature: _____

Check #: _____ Check Amount: _____

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express, & Discover accepted
- Prices effective January 1 – December 31, 2015
- A receipt for services is available upon request.

* In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102, Fax: (412) 325-6009, exhibitorservices@pittsburghcc.com

2015 REQUEST FOR EXHIBIT SECURITY



David L. Lawrence Convention Center

(PLEASE PRINT)

Name of Event	Event Dates	Booth #
Company Name	Phone #	Fax #
Billing Address	City/State	Zip Code
E-mail Address		
Authorized By	Signature	Date

SECURITY SERVICES

- Four (4) hour minimum required for each shift
- 48 hours minimum notice to ensure availability
- All individual booth security will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out security guards at booth site
- Security call will be scheduled with unarmed, uniformed personnel.
- If security is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Security services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hours	*Advance Rate	Standard Rate	On-Site Rate	Total
			0.00	\$30.00	\$35.00	\$40.00	\$
			0.00	\$30.00	\$35.00	\$40.00	\$
						Total	\$ 0

On-site contact: (print)

Contact mobile #:

POLICE SERVICES

- Four (4) hour minimum required for each shift
- All police calls are based on scheduled start and end time. If shift ends early, police are billed based on original schedule.
- 48 hours minimum notice to ensure availability
- All individual police details will be provided by the David L. Lawrence Convention Center
- Exhibitors will be required to sign in/out police at booth site
- Police call will be scheduled with armed, uniformed personnel.
- If police is decreased or cancelled within 24 hours of scheduled start time, full payment is required. Service cancelled prior to 24 hours is subjected to a 50% cancellation fee.
- Police services are strictly intended to prevent theft, loss, or damage to exhibitor property.
- The David L. Lawrence Convention Center is not responsible for any lost, damaged, or stolen exhibitor property.

SCHEDULE INFORMATION:

Date	Start Time AM / PM	End Time AM / PM	Total Hrs.	*Advance Rate	Standard / On-Site Rate	Total
			0.00	\$45.50	\$53.00	\$
			0.00	\$45.50	\$53.00	\$
					Total	\$ 0

On-site contact: (print)

Contact mobile #:

Send this completed form with payment to 1000 Ft. Duquesne Blvd., Pittsburgh, PA 15222.
Please make check payable to: SMG - David L. Lawrence Convention Center or pay by credit card:

☐ Visa ☐ MasterCard ☐ American Express ☐ Discover ☐ Check

Card #: CVV#: Exp. Date:

Print Name:

Authorized Signature:

Check #: Check Amount:

PLEASE NOTE

- There will be a \$30.00 fee for returned checks
- Payment in full must be rendered prior to delivery of service
- Check, Visa, MasterCard, American Express & Discover accepted
- Prices effective January 1 – December 31, 2015

** In order to receive the ADVANCE rate, the order form, with payment (US Dollars) must be received 15 days prior to first event day*

PLEASE PRINT AND RETURN FORM TO:

Exhibitor Services Department, David L. Lawrence Convention Center
1000 Fort Duquesne Blvd. Pittsburgh, PA 15222, Phone: (412) 325-6102
Fax: (412) 325-6009, exhibitorservices@pittsburghhcc.com

Exhibit Hall Fire Regulations

The information contained in this brief outline does not by any means cover completely the ordinances and regulations contained in the local Fire Prevention Code.

The following are basic rules governing concessions, exhibits, and shows in any building open to the public:

1. All curtains, drapes and decorations must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
2. No combustible materials, merchandise or signs shall be attached to, hung from, or draped over flameproofed side and rear divider draperies of booths or attached to table skirting facing aisles, unless flameproofed.
3. All exits, hallways and aisles leading from buildings or tents are to be kept clear and unobstructed at all times.
4. No exit door shall be locked, bolted or otherwise fastened or obstructed at any time an exhibit building is open to the public. Moreover, it shall be unlawful to obstruct, or reduce in any manner, the clear width of any doorway, hallway, passageway or other means of egress. Additionally, all required exits shall be so located as to be discernible and accessible with unobstructed access thereto.
5. Access through turnstiles, gates, rails or similar devices shall not be permitted unless such a device is equipped to swing readily in the direction of exit travel under a total force of not more than 15 pounds and/or prior approval of the Fire Marshal.
6. All sawdust, shavings, hay and straw shall be flameproofed, stored and maintained in a manner approved by the Fire Marshal.
7. Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than two (2) gallons of fuel in the tank; all fuel tanks shall be locked or effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in the event of an emergency.
8. There shall not be any gasoline powered forklifts or carts allowed in a place of assembly. Exceptions: Propane or electric vehicles are allowed.
9. The use of liquefied petroleum gases inside buildings, tents or other areas is strictly prohibited, except for demonstration purposes when approved by the Fire Marshal. Maximum LPG allowed for exhibition purposes is a six (6) pound cylinder.
10. "No Smoking by Order of Fire Marshal" signs shall be posted and maintained in areas designated by the Fire Marshal.
11. Provide for daily removal and disposal of trash and rubbish from buildings and tents.
12. All electrical wiring shall be installed in a manner approved by the City Chief Electrical Inspector.
13. Provide and maintain approved fire extinguishing equipment in all areas as designated by the Fire Marshal.
14. All standpipe and hose cabinets shall be kept clear and unobstructed at all times.
15. All appliances fired by natural gas shall be approved by the City Chief Mechanical Inspector and Fire Marshal before being used.
16. The use of welding and cutting equipment for demonstration purposes must be by permit from the Fire Marshal.
17. Cylinders of compressed gases are prohibited unless approved by the Fire Marshal, and shall be secured in a vertical or horizontal positions depending on the tank use and design.
18. The operator or the person in charge of operation or use of any place of assembly or education shall check egress facilities before such building is occupied for any use. If such inspection reveals that any element of the required means of egress is obstructed, inaccessible, locked, fastened or otherwise unsuited for immediate use, admittance to the building shall not be permitted until necessary corrective action has been completed.

--over--

19. There shall not be any obstructions blocking exit doors from the outside of any building such as autos parked in doorways or barricades across sidewalks.
20. No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
21. No vehicles shall be parked in fire lanes outside of buildings.
22. No flammable liquids shall be used or admitted inside of buildings except by approval of the Fire Marshal.
23. Artificial lighting such as lanterns and candles are prohibited.
24. The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the City Chief Mechanical Inspector and the Fire Marshal. The use of the so-called "salamander" stove is strictly prohibited.
25. All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the Fire Marshal, but in any instance such equipment shall be installed in accordance with provision of the City Building and Fire Codes.

However, countertop fryers not exceeding 15 lbs. of oil may be used without the necessary ventilating hood and surface protection requirements. Additionally, the exhibitor shall be allowed no more than one (1) fryer per booth and shall provide two (2) ten (10) pound B.C. extinguishers, positioned on both sides of said fryers.

All cooking appliances shall be listed by a National Testing Agency: i.e. Underwriters Laboratory or Factory Mutual.
26. Booth and seating plans must be approved by the Fire Marshal. Submit plans to the Fire Marshal no later than 15 days before set-up date.
27. There shall not be any ticket booths, tables or any other display setup in the lobby without the prior approval of the Fire Marshal.
28. All aisles shall be maintained at a minimum of ten (10) feet clearance.
29. All covered structures in excess of ninety (90) square feet in area shall be protected by an automatic fire detection system approved by the Fire Marshal.
30. All floor plans submitted shall be totally representative of the halls, rooms and/or areas in which the events are held in, such as the location of manual pull stations, fire hose standpipe closets, exits, aisles and main doors in air walls, etc.